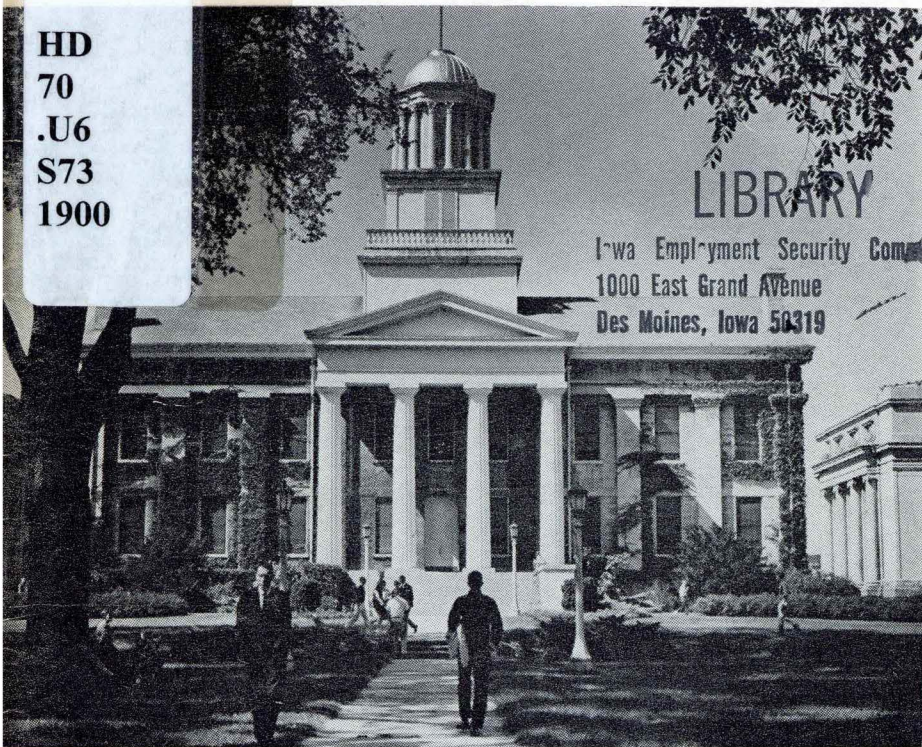


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The Management Service

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BUREAU OF LABOR AND MANAGEMENT
COLLEGE OF BUSINESS ADMINISTRATION
STATE UNIVERSITY OF IOWA • IOWA CITY

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LIBRARY

Iowa Employment Security Commission
1000 East Grand Avenue
Des Moines, Iowa 50319

College of Business Administration BUREAU OF LABOR AND MANAGEMENT

The Bureau of Labor and Management is an educational, research and service organization in the College of Business Administration. Established in 1950 for the purpose of serving Iowa business and industry in the areas of industrial relations and the management sciences, the Bureau's management services are organized along three functional lines:

Educational Programs
Research and Publication
Library Reference Service

STAFF

Sidney G. Winter, B.A., M.S., C.P.A., Dean
Jack F. Culley, B.A., M.S., Ph.D., Director
Don R. Sheriff, B.S., M.S., Management Director
John J. Flagler, B.A., M.S., Program Director
David Zaehring, B.A., M.S., Librarian
Duane Daggett, B.A., Research Assistant
Craig Lloyd, B.A., Research Assistant
V. Kent Green, B.S., Research Assistant
John Sissel, B.S.C., Research Assistant
Terry D. Loesch, Research Assistant

The following pages describe in more detail the Bureau's management services.



MANAGEMENT ADVISORY COUNCIL

The Bureau is aided in its efforts to function effectively in the Management area by a Management Advisory Council consisting of representatives from Iowa business and industry. The present membership of the Council is as follows:

Mr. A. S. Austin
Industrial Relations Manager
Cryovac
Cedar Rapids, Iowa

Mr. Joseph Gibson
President
Rath Packing Company
Waterloo, Iowa

Mr. Richard F. Haglund
General Manager
Service Division
Collins Radio Company
Cedar Rapids, Iowa

Mr. Robert C. Hickie
Director of Personnel
Shield Bantam Company
Waverly, Iowa

Mr. John B. Hughes
Manager, Industrial Relations
Armstrong Rubber Mfg. Co.
Des Moines, Iowa

Mr. Donald Lambie
General Manager
Metalcraft, Inc.
Mason City, Iowa

Mr. Harry Linn
Vice-President
Iowa Mfg. Association
Des Moines, Iowa

Mr. George Matkov
Director, Industrial Relations
Maytag Company
Newton, Iowa

Mr. James Richard
President
Red Jacket Mfg. Co.
Davenport, Iowa

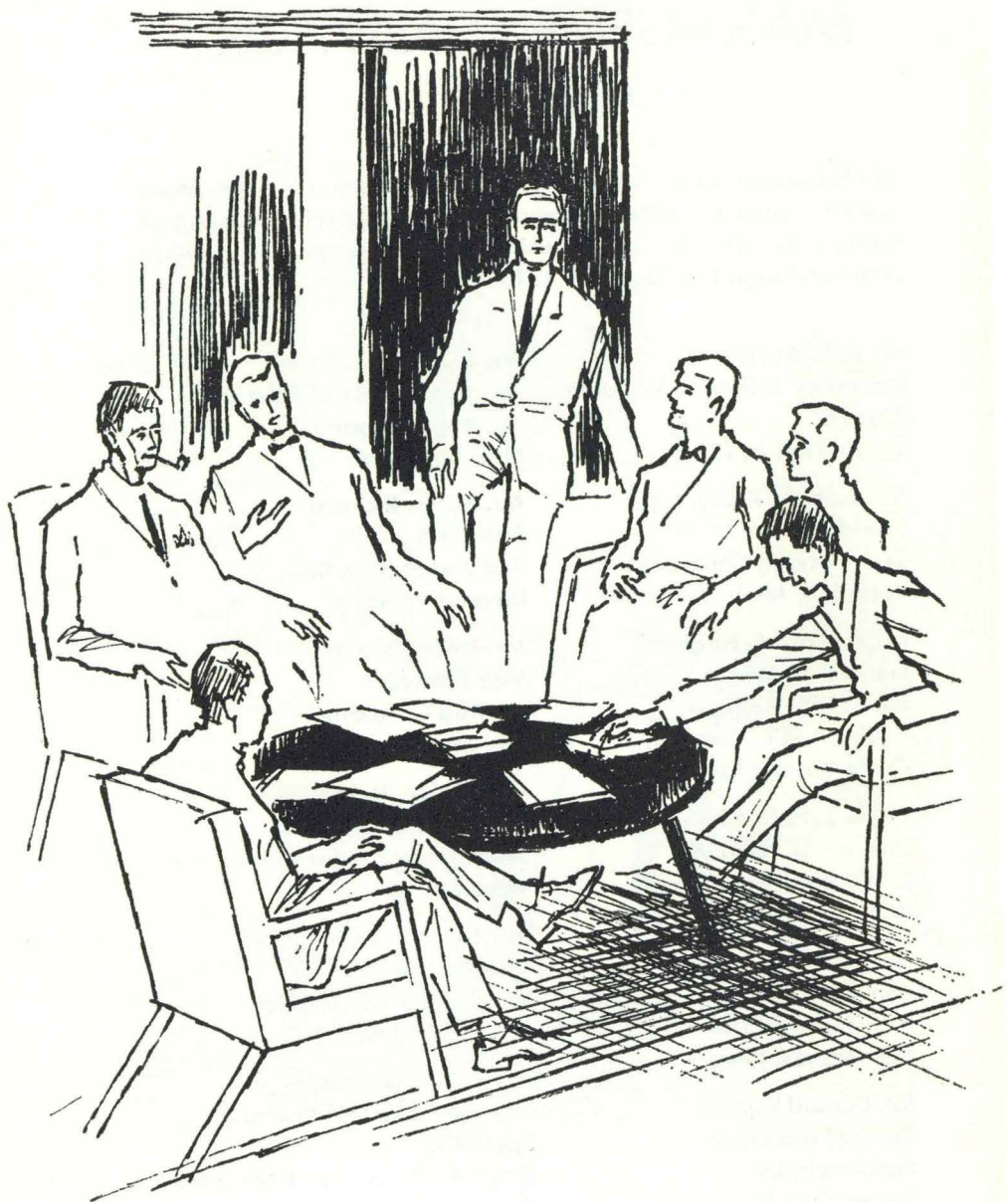
Mr. Irwin Rose
Vice-President
Maytag Company
Newton, Iowa

Mr. Harley Waldon
General Manager
John Deere Tractor Works
Waterloo, Iowa

Mr. Robert F. Weinig
Vice-President
Wincharger Corporation
Sioux City, Iowa

Mr. Robert Wilkinson
Management and Research
Specialist
Small Business Administration
Chicago, Illinois

Mr. Robert S. Wray
Vice-President
Iowa National Mutual Ins. Co.
Cedar Rapids, Iowa



MANAGEMENT PROGRAMS

Each year the Bureau sponsors a series of programs designed to promote consideration of current developments in industrial relations and the management sciences. While most of these programs are open to all management personnel, some are specifically organized for members of business associations and societies, or firms co-sponsoring them.

ANNUAL EXECUTIVE DEVELOPMENT PROGRAM

This one-week resident program is held on the campus of the State University of Iowa in June of each year. The program is designed for executives of recognized capacity who are charged with the responsibility of overseeing one or more major activities of their respective organizations.

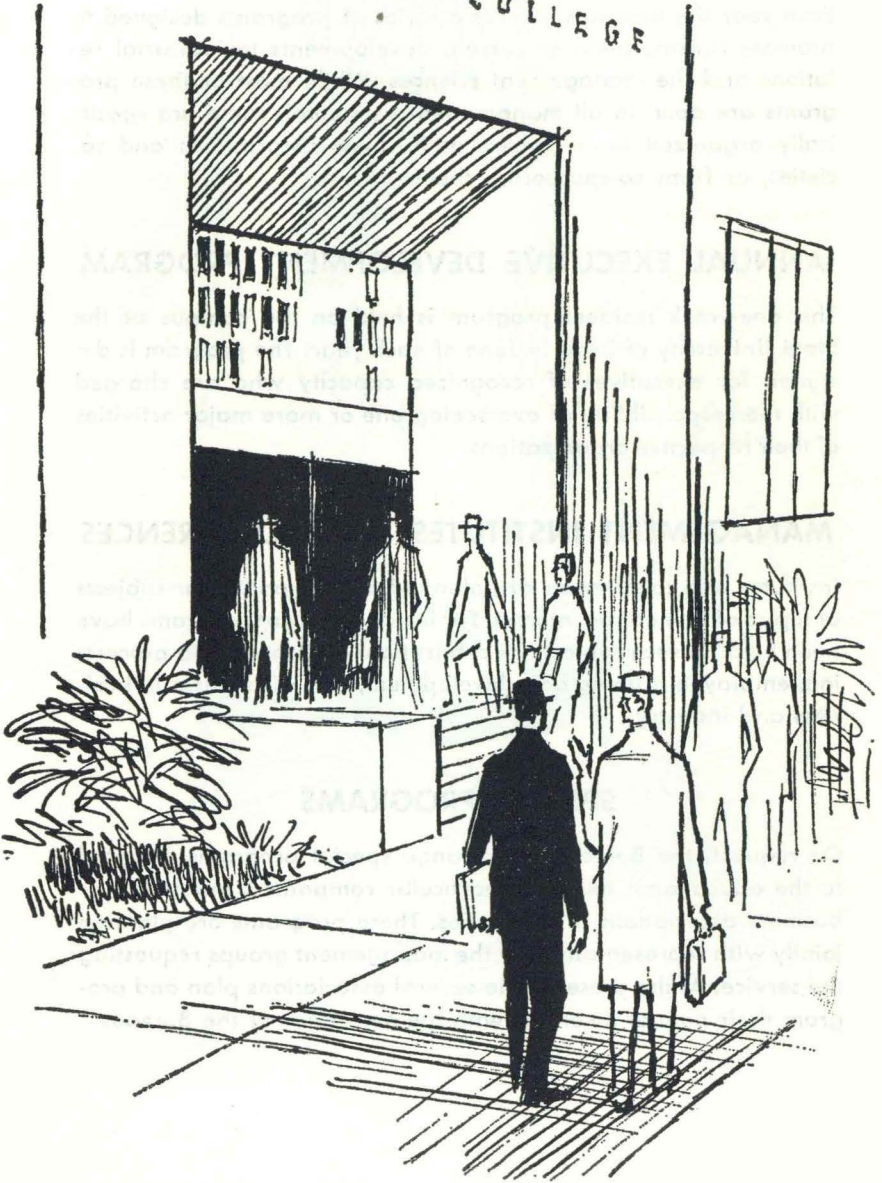
MANAGEMENT INSTITUTES AND CONFERENCES

Institutes and conferences are planned around particular subjects or topics of immediate interest. For instance, recent programs have been held on such subjects as arbitration, electronic data processing, employee training and development, and alcoholism in business and industry.

SPECIAL PROGRAMS

On request, the Bureau will arrange special programs adapted to the educational needs of particular companies, industries, or business associations and societies. These programs are planned jointly with representatives of the management groups requesting the service. At the present time several associations plan and program their annual meetings with the assistance of the Bureau.

COMMUNITY COLLEGE



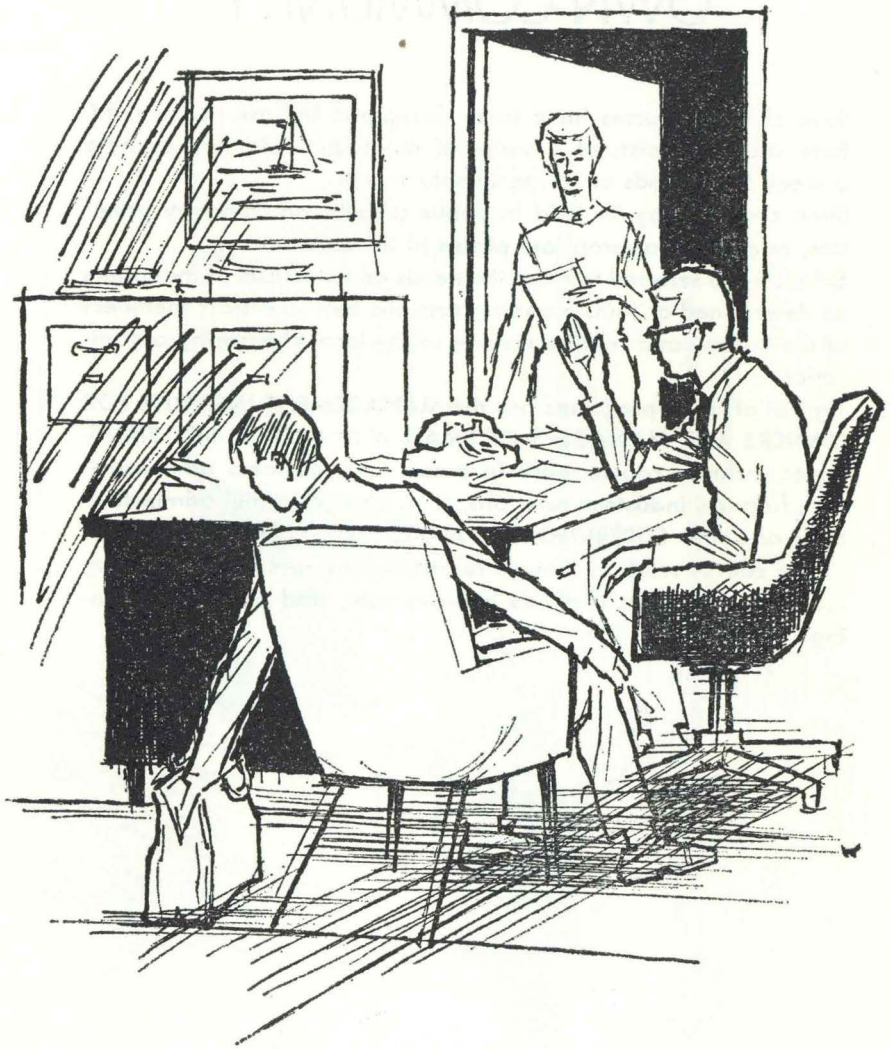
SHORT COURSES IN YOUR OWN COMMUNITY

Several short courses have been developed for use in the field. Each course consists of a series of meetings, held one evening a week for periods of ten to twenty weeks.

Short courses may be held in public schools, on company premises, or at other appropriate places in the community.

Subjects are selected to meet the needs and interests of managers as determined at joint planning sessions between staff members of the Bureau and representatives of the local sponsoring organization.

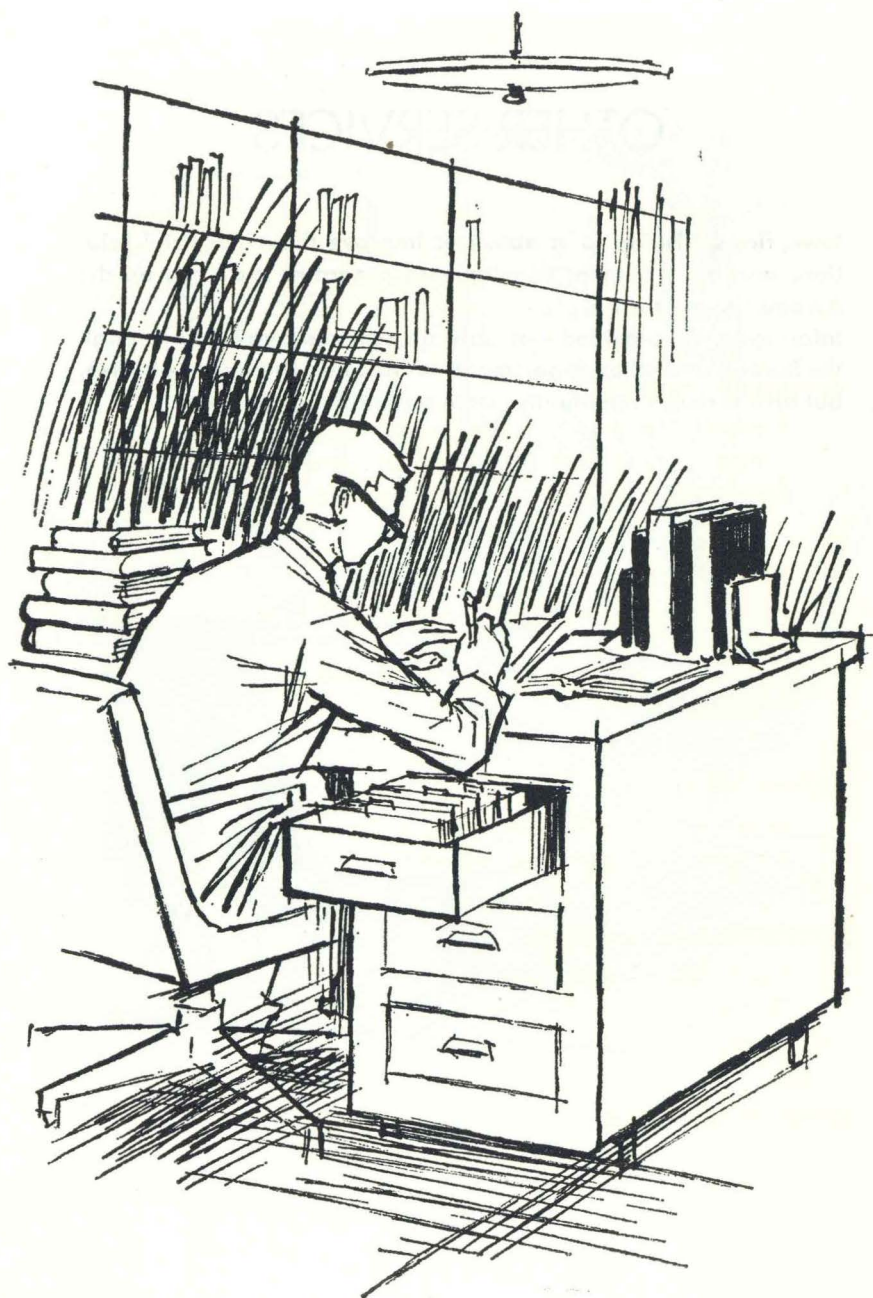
Typical of these programs are the **MANAGEMENT INSTITUTE FOR OWNERS AND MANAGERS OF SMALL AND MEDIUM-SIZE FIRMS**, which includes course work in accounting, business administration, finance, industrial relations, law, and personnel administration; and the **SUPERVISORY MANAGEMENT SERIES**, which includes course work in human relations, business administration, industrial relations, methods improvement, and employee training.



OTHER SERVICES

Iowa firms wishing to establish or improve their industrial relations and management development programs may call on the Bureau for assistance.

Information is provided not only on services available through the Bureau and other departments of the State University of Iowa, but also through community, state and national sources.



RESEARCH AND PUBLICATIONS SERVICE

The Bureau conducts an active research and publications program under the direction of a full-time Research Director. Representative titles from each of the five series of publications issued by the Bureau are listed below:

INFORMATION SERIES

Business Games: A Simulation Technique
Prevention and Control of Industrial Absenteeism
Employment Problems of Older Workers

RESEARCH SERIES

An Iowa Commuting Pattern and Labor Market Areas in General
The Iowa Law of Workmen's Compensation
The Distinction Between Quit and Discharge

REPRINT SERIES

Legal Issues in Labor Relations, A Collection of Articles
A Primer on Engineering Unionism

CONFERENCE PROCEEDINGS

The Problem Drinker in Industry
Contemporary Values and the Responsibility of the College
Industrial Survival

OTHER PUBLICATIONS

Educational Films for Labor and Management
A Guide to the Reference Collection of the Bureau of Labor and Management



LIBRARY REFERENCE SERVICE

The reference service is housed in the Bureau and is tailored to the needs of Iowa business and industry.

The reference collection contains selected books, journals, pamphlets, and thousands of documents on industrial relations, personnel administration, and other management sciences. The Reference Librarian continually adds significant publications as they become available.

Representative of the reference materials and reporting services available are:

Bureau of National Affairs, Commerce Clearing House, and Prentice-Hall Services

Publications of National Industrial Conference Board and American Management Association

Complete collections of business journals on industrial relations

Publications of institutions similar to the Bureau at universities throughout the United States

Government documents relating to industrial relations

All items in the collection may be used in the reading room of the Bureau, and the less frequently used items are available on loan.

LIBRARY REFERENCE SERVICE



Industrial Management 225:1
assignment
read Chap. 12
discussion
on Thursday

ACME

FOR FURTHER INFORMATION

If your organization is interested in obtaining any of the services described in this booklet, or if you want additional information, please contact Mr. Don R. Sheriff, Management Director, at the

Bureau of Labor and Management
State University of Iowa
303 North Capitol Street
Iowa City, Iowa
338-0511, Extension 2694

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