Additional reading materials


Grant, A. M. (2001) *Towards a Psychology of Coaching*, Sydney: Coaching Psychology Unit, University of Sydney. [Definitions of coaching – article available online]


Authentic reading materials come in many forms, and before you pick up that hefty Cervantes, you’ll have to start with smaller texts. Academic types: newspaper, magazine, and journal articles, editorials and opinion pieces, essays, papers, textbooks, reference materials. Job-related types: business cards, letters, messages, emails, memos, reports, schedules, financial documents, directories. Additional reading material. Henry Fayol was one, who made the first most famous analysis of management itself. He is regarded as the real father of modern management of science. It is an appraisal of the expenses expected against the income anticipated for a particular future period of time. A budget is considered as both a planning and a controlling device. It may be expressed in terms of time, materials, money, man-hours, etc. But usually money budgets are the common ones.