

# Contents

	Page
Foreword	7
Introduction	9
<b>Part one: A checklist</b>	<b>12</b>
Operational	13
Behavioural	19
Personnel	21
Miscellaneous	23
Summary	29
<b>Part two: The management of job redesign</b>	<b>31</b>
Originators	31
Managers of job redesign	32
Type of change	33
Preparation and implementation	35
Resources	40
Role of personnel	41
Summary	42
<b>Part three: Some problems and advice</b>	<b>44</b>
Personal reactions	44
Trade unions	48
Organizational change	50
Communications	51
The smaller firm	52
Evaluation	53
Failure	54
Advice	54
Conclusion	55
Appendix I Theoretical approaches to job redesign	57
Appendix II A short reading list	67