CORPORATE The Human Facto PLANAIN

D.E. HUSSEY & M.J.LANGHAM

CORPORATE PLANNING: THE HUMAN FACTOR

by

D. E. HUSSEY

Harbridge House Europe

and

M. J. LANGHAM

Hay Management Consultants



PERGAMON PRESS

OXFORD · NEW YORK · TORONTO · SYDNEY · PARIS · FRANKFURT

U.K.

Pergamon Press Ltd., Headington Hill Hall,

Oxford OX3 0BW, England

U.S.A.

Pergamon Press Inc., Maxwell House, Fairview Park,

Elmsford, New York 10523, U.S.A.

CANADA

Pergamon of Canada, Suite 104, 150 Consumers Road,

Willowdale, Ontario, M2J 1P9, Canada

AUSTRALIA

Pergamon Press (Aust.) Pty. Ltd., P.O. Box 544,

Potts Point, N.S.W. 2011, Australia

FRANCE

Pergamon Press SARL, 24 rue des Ecoles,

75240 Paris, Cedex 05, France

FEDERAL REPUBLIC OF GERMANY

Pergamon Press GmBH, 6252 Kronberg-Taunus, Pferdstrasse 1, Federal Republic of Germany

Copyright © 1979 D. E. Hussey and M. J. Langham

All Rights Reserved. No Part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means: electronic, electrostatic, magnetic tape, mechanical, photocopying, recording or otherwise, without permission in writing from the publishers

First edition 1979

British Library Cataloguing in Publication Data

Hussey, David Edward Corporate planning, the human factor.—(Pergamon international library).

1. Corporate planning
1. Title II. Langham, M J

658.4'01 HD30.28

78-40532

ISBN 0-08-022464-4 (Hardcover) ISBN 0-08-022475-X (Flexicover)

For Bibliographic purposes this volume should be cited as: Hussey D E and Langham M J Corporate Planning: The Human Factor Pergamon Press Limited

Printed and bound at William Clowes & Sons Limited Beccles and London

PERGAMON INTERNATIONAL LIBRARY of Science, Technology, Engineering and Social Studies

The 1000-volume original paperback library in aid of education, industrial training and the enjoyment of leisure

Publisher: Robert Maxwell, M.C.

CORPORATE PLANNING: THE HUMAN FACTOR



THE PERGAMON TEXTBOOK INSPECTION COPY SERVICE

An inspection copy of any book published in the Pergamon International Library will gladly be sent to academic staff without obligation for their consideration for course adoption or recommendation. Copies may be retained for a period of 60 days from receipt and returned if not suitable. When a particular title is adopted or recommended for adoption for class use and the recommendation results in a sale of 12 or more copies, the inspection copy may be retained with our compliments. If after examination the lecturer decides that the book is not suitable for adoption but would like to retain it for his personal library, then a discount of 10% is allowed on the invoiced price. The Publishers will be pleased to receive suggestions for revised editions and new titles to be published in this important international Library.

Other Titles of Interest

DUBRIN, A. J., Casebook of Organizational Behaviour

DUNCAN, J. W., Statistical Services in 10 Years' Time

HUSSEY, D. E., The Corporate Planners' Yearbook 1978-79

HUSSEY, D. E., Corporate Planning: Theory and Practice

HUSSEY, D. E., Introducing Corporate Planning

KERR, A. L. C., The Common Market and how it Works

LANGE, O., Introduction to Econometrics

MAROIS, A., Towards a Plan of Action for Mankind

SZALAI Cross-national Comparative Survey Research:

AND PETRELLA, Theory and Practice

The Authors

MIKE LANGHAM has varied practical experience in management development and organisational behaviour. His early career experience was in line management production and administrative functions in companies with interests in engineering, building products, and pharmaceuticals.

For the past ten years he has held senior appointments in management development and training initially in a large building products company and, latterly, for four years as Assistant Director Management Studies, with the Roffey Park Management College.

He qualified for his BA degree over four years with the Open University, reading psychology, sociology, and related subjects. He is also qualified as a member of the Institute of Personnel Management (MIPM).

Since 1976 he has been a consultant with HAY-MSL Ltd., based in Manchester, and specialising in organisation design and development and management development.

He is a behavioural scientist with essentially an applied and pragmatic approach to his work with business organisations.

DAVID HUSSEY is a leading international authority on corporate planning, and is one of the few writers with extensive practical experience as a corporate planner in industry. For twelve years he held senior appointments in companies with interests in mechanical engineering, food, pharmaceuticals, chemicals, horticulture, shipping, and road transportation. Since 1976 he has been a consultant with Harbridge House Inc., where he is a partner in the London office.

His books are Introducing Corporate Planning (1971), Corporate Planning: Theory and Practice (1974) (joint winner of the John Player Management Author of the Year Award), and Inflation and Business Policy (1976). He is the originator and editor of and the major con-

tributor to *The Corporate Planner's Yearbook* (1974) and (1978), published by Pergamon Press for the Society for Long Range Planning.

He was a founder member of the Society for Long Range Planning, and a former vice-chairman.

He was educated in Rhodesia, attained his BCom with distinction in business economics from the University of South Africa and also qualified as a Chartered Secretary (ACIS). Before his return to the United Kingdom he was employed in the field of economic planning and research, working for the Federal (formerly Rhodesian) Government until the dissolution of the Federation in 1963.

Acknowledgements

All quotations are acknowledged in the text. We should like to thank the authors and publishers who have allowed us to quote from their works. A summary of permissions is given below.

- The University of Chicago Press gave permission to reprint the tables from Gary A. Steiner, The Creative Organisation, 1965.
- Quotations from Christopher Tugendhat, The Multinationals, appear with the permission of Eyre & Spottiswoode (Publishers) Ltd.
- Pergamon Press Ltd. for quotations from the following publications: R. B. Higgins (1976), Re-unite management and planning, Long Range Planning, Vol. 9, No. 4; B. Taylor (1976), New Dimension in Corporate Planning, Long Range Planning, Vol. 9, No. 6; P. H. Grinyer and D. Norburn (1974), Strategic planning in 21 British companies, Long Range Planning, Vol. 7, No. 4; W. Solesbury (1974), Policy in Urban Planning.
- The Industrial Society for permission to quote from D. Robertson and J. Henderson (1975). A Guide to the Industry Act.
- H. Kirby Warren, Long Range Planning: The Executive Viewpoint, 1966, pp. 18, 29, 51, 54, 57, 59; reprinted by permission of Prentice-Hall Inc., Englewood Cliffs, New Jersey, U.S.A.
- Professor George Steiner is thanked for allowing us to make extensive use of the findings of his research published in *Pitfalls in Comprehensive Long Range Planning* (1972), Planning Executives Institute.
- Mr. G. Morris of European Manpower Advisory Services Ltd. for permission to quote from his paper 'Participative approaches in corporate planning'.
- Jonathan Cape Ltd. for permission to quote from Edward de Bono (1971), *Practical Thinking*.
- George Allen & Unwin gave permission to quote from J. R. R. Tolkien (1974), Tree and Leaf, and C. Levinson (1972), International Trade Unionism.
- McGraw-Hill Book Co. (UK) Ltd., B. W. Denning (1971), Corporate Planning: Selected Concepts.
- William Heinemann Ltd., Peter Drucker (1964), Managing for Results.
- Henry Mintzberg, The manager's job: folklore and fact, Harvard Business Review, July-Aug. 1975, copyright 1975 by the President and Fellows of Harvard College; all rights reserved. Permission to quote given by Harvard Business Review.
- Shell Chemicals UK Ltd. for permission to use and quote, without restriction, material on the Directional Policy Matrix.
- Penguin Books Ltd. for permission to quote from the following: Definitions of creative and learning from James Drever, A Dictionary of Psychology, Penguin Reference Books, revised edition, 1964, copyright the estate of James Drever 1952; Robert Borger and A. E. M. Seaborne, The Psychology of Learning, Pelican Original, 1966, copyright Robert Borger and A. E. M. Seaborne, 1966; Quotations

- and a diagram from P. R. Whitfield, Creativity in Industry, Pelican Books, 1975, copyright P. R. Whitfield, 1975.
- Hodder & Stoughton Educational, T. P. Jones.
 - Creative Learning in Perspective (1972), Hodder & Stoughton Ltd.
- The Editor, The McKinsey Quarterly, for permissions to quote from The meaning of strategic planning, by R. C. Ackoff, Vol. 11, No. 1, Summer 1966.
- Macmillan Publishing Co. Inc., New York, George A Steiner (1969), Top Management Planning.
- Methuen & Co. Ltd., E. Stone, An Introduction to Educational Psychology.
- Quotations reprinted from C. S. Rogers, Towards a theory of creativity, A Review of General Semantics, Vol. 11, 1954, by permission of the International Society for General Semantics.
- British Nationalisation 1945-73, R. Kelf-Cohen, Macmillan, 1973, by permission of Macmillan, London and Basingstoke.
- Quotations from *Innovation in Marketing*, T. Levitt, copyright 1962, McGraw-Hill Inc.; used with permission of the McGraw-Hill Book Co.
- S. J. Parnes, Education and creativity, *Teachers College Record*, Vol. 64, 1963; used with permission of *Teachers College Record*.
- Pergamon Press Ltd. for a quotation from D. E. Hussey (1974), Corporate Planning— Theory and Practice.
- The American Psychological Association gave permission for reproduction of the communication networks diagram in H. J. Leavitt (1951), Some effects of certain communication patterns on performance, *Journal of Abnormal and Social Psychology*, Vol. 46, pp. 38-50 (1951).
- Prentice-Hall Inc., New Jersey, for permission to quote from: Amitai Etzioni (1964), Modern Organisations, and E. Schein (1965), Organisation Psychology.
- Mayfield Publishing Co. (formerly National Press Books) for the use of the Johani Window concept in J. Luft (1963, 1970), Group Processes: An Introduction to Group Dynamics.
- Pat Colville allowed us to quote from his MPhil research, 'A sociological study of the relationships between incumbents of managerial roles, the behaviour of managers and the structure of Organisations' University of Surrey, 1975.
- Phaidon Press Ltd. gave permission for a quotation from M. Allbrow (1970), Bureaucracy, Pall Mall Press Ltd.
- McGraw-Hill Book Co. gave permission to quote from R. Likert (1967), The Human Organisation, and F. Fiedler (1967), A Theory of Leadership Effectiveness.
- Professor H. A. Turner is thanked for permission to summarise an extract from his paper 'The trend of strikes', Leeds University Press, 1963.
- Addison-Wesley Publishing Co. gave permission to quote from Richard Beckhart (1969), Organisation Development: Strategies and Models.
- The executive committee of HAY Management Consultants London are thanked for permission to use concepts and approaches to performance appraisal and organisational climate.
- Professor C. Perrow kindly gave permission for us to quote from a paper presented to the British Sociological Association meeting of the Industrial Sociology group 1972, 'Technology organisations and environment: a cautionary note'.
- W. John Giles and Robin Evenden of the Roffey Park Management College, Horsham, Sussex, gave permission for the use in standard and modified form of a number of management course notes and handouts.

- Allan Little gave permission for us to quote from his article, When is a manager not a manager? (1977), Journal of Chartered Institute of Secretaries.
- Longman Group Ltd. for a quotation from Raymond Vernon (1971), Sovereignty at Bay.
- Tom Kilcourse gave permission for us to use a modification of a diagram from Participation—an Analytical Approach (1976), Industrial Training International.
- John Wiley Ltd. gave permission to quote from J. G. March and H. A. Simon (1958), Organisations, and F. Herzberg (1959), The Motivation to Work.

Introduction

Perhaps the seeds of this book began to germinate when we came together in 1974, one of us a practitioner of corporate planning and an established author on the subject, the other an applied behavioural scientist. Our task at that time was to introduce a workable approach to performance management into a large engineering company as an integral part of its planning process. Our joint work on this assignment seemed to stress a requirement to interrelate the planning process with the actual behaviour of managers in an organisation. There was then, as there is now, a need to find the "middle-ground" between the objective, logical, analytical approach to planning, born out of rational thinking, and the subjective, social, emotional behaviour of organisational members.

We are not the first to notice this need, and a brief — usually very brief — mention of it occurs in many of the numerous and valuable books on corporate planning. Similarly, the equally valuable body of literature on organisational behaviour rarely trespasses on planning territory. For some reason the two streams of thought had not been brought together in a book born of both experience and conceptual knowledge.

For the organisational development man, many of the planning books (though not all) will seem very analytical and far removed from his job as he sees it. Similarly, the planner who explores the behavioural literature will find something of an information overload in the volume and variety of published work on the human aspects of business. Little has been done to mine this lode of literature so that it enriches thought on the corporate planning process.

Research into organisational behaviour is not an end in itself. The knowledge gained should be used to improve organisations and business

operations. If, as Etzioni (1964)* suggests, "most of us are born in organisations, educated by organisations, work for organisations and spend much of our leisure time paying, playing and praying in organisations", it would seem to make sense to relate what we know about organisational behaviour to the corporate planning process. Planning, after all, sets out to change or influence the present and future of organisations.

In practice the planner has to cope with problems of motivation, conflicts of management style, the reconciliation of widely differing individual aims, variations in the quality of managers, the difficulty of encouraging creativity and problems of internal power politics. In addition, increasing social change is affecting the business organisation, not only internally, but also in its relationships with the environment in the form of government and trade union intervention and in the call for greater participation in planning and decision making by those with an "investment" (whether of money, labour, or however defined) in the future of the business.

Thus in the early chapters of the book we look at people, management, and planning in terms of the individual and groups in the firm, creativity, motivation, organisation and management style, and organisational development from the particular viewpoint of planning, leading to a consideration of the role of the planner in change processes. Thus far the link is essentially between "people and planning" where we are considering what actually happens rather than perhaps what should happen in organisations. The role of the planner in change situations is seen as both proactive and reactive and provides the pivot for us to consider "planning through people" in later chapters. Thus from Chapter 9, Objectives, we are concerned with matching the requirements of the planning process in practice to the operation of the organisation using the lessons learned about human behaviour from earlier chapters.

In Chapters 15-18 we focus on significant developments affecting the planning process both within and external to the organisation and in considering The Multi-national Enterprise, Manpower Planning, Participation: The Social Need, and Corporate Planning and Union Involvement: The New Dimension, we seek to find pragmatic approaches which will allow the ideals of logic and theory to work successfully in practice in the human organisation.

^{*}A. Etzioni, Modern Organisations, Prentice-Hall, 1964.

We have drawn together the theory and concepts of planning with those of organisational behaviour and added to this our experience of relating the two areas in practice. In considering the extensive and valuable body of literature available we have attempted to select that which has proved valuable to us in practice and which has enabled us to find the "middle ground" referred to earlier. Above all we have sought to write a practical handbook, a volume which will be not only read in the conventional sense but referred to, thumbed through, and used as a practical management tool.

The aim of the book is to provide a text which, while drawing its basic strength from its practical bias and application for practising managers, including practitioners of planning and organisational development, will also have considerable relevance for academics and students.

This book is not solely the product of our unaided efforts. We owe a debt of gratitude to many colleagues and friends who have provided encouragement and constructive help during the writing. In particular Ben Bennett, Robin Evenden, and John Giles of the Roffey Park Management College have provided of intellectual stimulation and debate; John Murray of HAY-MSL has given professional support.

The environmental model in Chapter 1 owes much to ideas developed with Roger Smalley of Harbridge House: the strategic review concept was the brain-child of Basil Denning of Harbridge House, and has influenced our thinking beyond the few pages in which it is mentioned. Mary Dargue has found time and energy, in the middle of her own studies, to type some of the manuscripts. Thanks are also due to Mrs. Sheila Webb who typed the other half of the manuscript.

Many others knowingly and unknowingly have contributed to our thinking — to them all we offer our thanks.

D. E. H. M. J. L.

December 1977

Contents

	The Authors	vii
	Acknowledgements	ix
	Introduction	xiii
1.	The Human Factor in Management	1
2.	Corporate Planning	16
3.	The Individual and the Firm	41
4.	Creativity	56
5.	Motivation: The Manager and Planning	73
6.	Organisation and Management Style	92
7.	Organisation Development	111
8.	Coping with Change	128
9.	Objectives	141
10.	Making Sense of the Environment	153
11.	Planning Corporate Strategy	169
12.	Getting the Right Approach to Planning	194
13.	Avoiding Mistakes in Planning	211

:	Car	itents
V1		にんじじゅう

14.	Monitoring and Controlling	227
15.	The Multi-national Enterprise	239
16.	Manpower Planning	250
17.	Participation: The Social Need	264
18.	Corporate Planning and Union Involvement: The New Dimension	277
	Index	291

CHAPTER 1

The Human Factor in Management

Management is one of those strange activities which many people practise but which few can define. Ask any manager if he knows what management is and he will say that of course he knows as he does it every day. Press him hard and the chances are that his definition will be woefully inadequate and differ from that of his colleagues in many significant ways.

This is not really surprising, as management has many facets, and those who stand too close will not always see them all.

We shall return to the definition of management later in this chapter. Before doing this, we should like to use the diagram in Figure 1.1a to explore the complexities and interrelationships of the organisation and its environment in so far as these affect the objectives of the organisation and the means (strategy) chosen to achieve them. In other words we are examining some of the things that particularly affect the planning elements in the management role. What is especially important, and the theme of this book, is the implications of the human factor on all aspects of our model. Although our diagram looks complicated, it is perhaps needless for us to stress that it represents a gross oversimplification of the real world.

In Fig. 1.1a the environment in which the organisation operates — the external world of business — is represented by a hexagon. This shows a number of factors which influence the business under broad headings such as "economic" and "legal" and showing lines of force which connect each factor to each other. The full meaning of this part of the diagram, including ways in which the company can consider it in its corporate planning, is the subject matter of a later chapter. For our purpose now we wish to stress only the multi-dimensional, multi-facet, complex world in which

Corporate Planning: The Human Factor

every organisation operates. To see all this in our diagram requires some exercise of the imagination.

Within this integrated world, contributing to it, and drawing its opportunities and limitations from it, there is the organisation. For our example we have taken the business firm, but the concept applies to all human organisations. Most times, the impact of the world on the firm may seem greater than the impact of the firm on the world.

The firm exists because it has markets, and the markets themselves are also in a dynamic relationship with the environment. It is not hard to see how social trends, inflation, or the law can affect the size and structure of a market; nor how growth of a market such as motor-cars influences the environment itself. A market is a compound of buyers and sellers, which in turn is born out of the external environment and modified by the actions of the firm.

But the firm, although it cannot exist without a market, does not exist solely to serve that market. There are other groups of people who are concerned with the activities and aims of the company, and some of these are powerful enough to alter the way in which it responds to the market.

We have used the "stakeholder" concept to identify these groups and include those with a "stake" or interest in the company in one of the

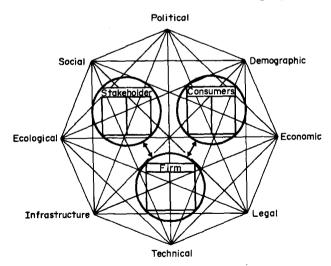


Fig. 1.1. The organisation and its environment.

(a) The full model.