

MANPOWER PLANNING

COURSE OUTLINE

COURSE OBJECTIVES

This course introduces students to the basic concepts and techniques of management, that is, to principles of management. At the end of the course, students should be able to explain: the evolution, environment and principles of management. More importantly, students are expected to be able to apply the principles to manage in various contexts and to address managerial problems and issues affecting organizations in Kenya. Application in the latter case challenges students not only to master the theory of management but also to be conversant with the managerial environment in Kenya.

TEACHING METHODOLOGY

To achieve the above course objectives the following methods will be used:

1. Lectures and discussions
2. Assigned readings
3. Tests and written assignments
4. Group discussions

COURSE EVALUATION

Course work: Written Assignments	-	10%
Tests	-	20%
Total course work	-	30%
Final Examination	-	70%
Total	-	100%

Course Content

1. Introduction
 - Background
 - The concept of management
 - Managerial levels
 - Managerial skills
 - Contemporary management – quantitative management, organizational behavior, systems theory and contingency theory.
 - Give first assignment
3. The Environment of Management
 - The macro-environment
 - Industry environment
 - Operating or task environment
4. The planning function of management
 - The process
 - Overview of strategic, tactical and operational planning
 - Give second assignment and collect first assignment
5. The Organizing function of management
 - Organizational structure
 - Issues and trends in organizational design

6. Test – Session 8 (1st half of the session i.e. 1 1/2 hrs) and collect second assignment
7. The Staffing function of management
 - Functions in staffing
 - Issues in staffing
8. The Directing Function of management
 - Leadership – and issues in leadership e.g. management of diversity
 - Motivation
 - Communication
9. The Controlling Function of Management
 - Return all assignments and test results.
10. Management in the Global Context
 - Issues of structure
 - Issues of staffing
 - Issues of culture

1. Koontz and Harold (1988). **Management** (9th Edition), New York: McGraw Hill
2. Cole G. A. (1996). **Management: Theory and Practice** (5th Edition), DP Publications.
3. Aldag Stearns (1991). **Management** (2nd Edition), Cincinnati Ohio: South Western Publishing company.
4. Donnelly, James H. Jr. et al: **Fundamentals of Management** (6th Edition), Illinois: BPI Irwin, Homewood.
5. Dressler and Garry (1985). **Management Fundamentals: Modern Principles and Practices**: Boston: Reston Publishing House.
6. Massie Joseph L. (2004). **Essentials of Management** (4th Edition), New Delhi. Prentice Hall of India Private Ltd.
7. Robbins Stephen P. and Decenzo David A. (2001). **Fundamentals of Management: Essential Concepts and Applications** (3rd Edition), Delhi, Pearson Education Inc.
8. Koontz Harold and Weihrich Heinz (2004). **Essentials of Management: An International Perspective** (6th Edition), New Delhi: Tata McGraw-Hill Publishing Company Ltd.
9. Any other management text.