

Management Course Outline

Chapter 1(Managing the manager's job)

- 1) Management in organization
- 2) Efficient and effective manager
- 3) The management process
- 4) Kinds of managers
- 5) Levels of management
- 6) Different levels of management
- 7) Managing in different areas of the organization
- 8) Basic managerial roles and skills
- 9) The nature of managerial work

Chapter 7 (Basic elements of planning and decision making)

- 10) Decision making and the planning process
- 11) Organizational goal
- 12) Kinds of goals
- 13) Responsibility for setting goals
- 14) Organizational planning
- 15) kinds of organizational plan
- 16) Responsibility for planning
- 17) Types of Operational plan

Chapter 9 (Managing decision making and problem solving)

- 18) The nature of decision making
- 19) Types of decision
- 20) Decision making conditions
- 21) State of certainty, risk, uncertainty.

Chapter 11 (Basic elements of organizing)

- 22) The elements of organizing
- 23) Organizing
- 24) Organizing structure
- 25) Designing jobs
- 26) Job specialization
- 27) Benefit and limitation of specialization
- 28) Alternatives to specialization
- 29) Job characteristics approach
- 30) Core dimensions of jobs
- 31) Grouping jobs : departmentalizations
- 32) Rational for departmentalization
- 33) Common base for departmentalization
- 34) Base for departmentalization
- 35) Determining the appropriate span
- 36) Distributing authority
- 37) Authority
- 38) The delegation process
- 39) Reasons for delegation
- 40) Parts of the delegation process
- 41) Decentralization and centralization
- 42) The bureaucratic model of organization design
- 43) Basic forms of organization design

Chapter 16 (managing employee motivation and performance)

- 44) The importance of employee motivation
- 45) The motivational framework
- 46) Content perspective on motivation
- 47) Maslow's hierarchy of needs
- 48) The two factor theory
- 49) Goal setting theory

Chapter 17 (Managing leadership and influence processes)

- 50) The nature of leadership
- 51) Meaning of leadership
- 52) Leadership and management
- 53) Leadership and power
- 54) Distinction between management and leadership
- 55) Legitimate power
- 56) Reward power
- 57) Coercive power
- 58) Referent power
- 59) Expert power
- 60) Leadership traits
- 61) Leadership behaviour
- 62) Job centered and employee centered behavior
- 63) Managerial grid
- 64) Leadership grid
- 65) Decision making style
- 66) Charismatic leadership
- 67) Strategic leadership

Chapter 20 (Basic elements of control)

- 68) Levels of control
- 69) Steps in control process
- 70) Other tools for financial control
- 71) Strategic control
- 72) Characteristics of effective control