

AZƏRBAYCAN RESPUBLİKASI TƏHSİL NAZİRLİYİ

AZƏRBAYCAN DÖVLƏT İQTİSAD UNİVERSİTETİ

BEYNƏLXALQ İQTİSADİYYAT MƏKTƏBİ

Müəllimin adı: Cavid Axundov

Fənnin adı: Management

Qrupun nömrəsi: 1043

Mövzu 1: The Manager’s Job

1. Explain what manager and management means. Identify different types of managers.
2. Describe the process of management, including the functions of management and which resources managers use.
3. Describe the various managerial roles and bring examples.
4. Identify the basic managerial skills and explain how they can be developed.
5. Describe different levels of management and bring relevant examples.

Mövzu 2: International Management and Cultural Diversity

1. Define what are multinational corporations and explain why are they important in international business.
2. What is cultural sensitivity and why is it important for global management practices? Discuss and bring examples
3. Explain various methods of entry into world markets. Bring relevant examples.
4. What are the success factors for competing in the global marketplace?
5. Define outsourcing, advantages and disadvantages of outsourcing and bring relevant examples.

Mövzu 3: Ethics and Corporate Social Responsibility

1. Identify what is business ethics and discuss the principles behind it.
2. What is the difference between values and ethics and how are they related.
3. Identify factors contributing to lax ethics and to common temptations and violations.
4. Describe the stakeholder viewpoint of social responsibility and corporate social performance.
5. Which questions should be used in order to make an ethically right decision?

Mövzu 4: Essentials of Planning

1. Explain how business strategy is developed, including a SWOT analysis.
2. Identify and discuss different types of business strategies.
3. Describe the nature of business strategy and identify its characteristics.
4. Explain how planning contributes to business success and identify different types of planning.
5. Define Michael Porter’s five forces and discuss how each force determines the level profit in a given industry.

Mövzu 5: Problem Solving and Decision Making

1. What is the difference between nonprogrammed and programmed decisions? Discuss and bring examples.
2. Explain the steps involved in making a nonprogrammed decision.
3. What are the major factors that influence decision making in organizations?
4. Which suggestions are useful for becoming a more creative problem solver? Discuss and bring examples
5. Discuss the nature of creativity and explain how it contributes to managerial work.

Chapter 5

1. What is the difference between nonprogrammed and programmed decisions? Discuss and bring examples.
2. Explain the steps involved in making a nonprogrammed decision.
3. What are the major factors that influence decision making in organizations?
4. Which suggestions are useful for becoming a more creative problem solver? Discuss and bring examples
5. Discuss the nature of creativity and explain how it contributes to managerial work.

Chapter 6

1. Explain the use of forecasting techniques in planning.
2. What is break-even analysis? Describe how to use break-even analysis.
3. Discuss how to manage inventory and describe relevant techniques for inventory management frequently used by managers. (EOQ, JIT, LiFO vs FIFO)
4. Explain how managers use data-based decision making.
5. Describe how to identify problems using a Pareto diagram.

Chapter 8

1. Describe the bureaucratic form of organization and discuss its advantages and disadvantages.
2. Explain the major ways in which organizations are divided into departments.
3. Identify major aspects of organizational culture, including its management and control.
4. Describe four modifications of the bureaucratic structure.
5. What are they key factors that influence selection of organization structure?

Chapter 9

1. Explain the importance of strategic human resource planning in business strategy formulation.
2. Present an overview of recruitment and selection.
3. Summarize the basics of employee compensation and bring relevant examples.
4. Present an overview of employee orientation, training, and development.
5. Explain the basics of a fair and reliable method of evaluating employee performance.

Chapter 10

1. Describe how leaders are able to influence and empower team members. Bring relevant examples
2. Identify important leadership characteristics and behaviors.
3. Describe transformational and charismatic leadership. Bring relevant examples
4. Explain the leadership role of mentoring and coaching.
5. Discuss the link between leadership and management. Define both concepts.

Chapter 11

* What is motivation? Explain the relationship between motivation and performance.
* Present an overview of Maslow’s hierarchy theory and explain how it can be related to motivation.
* Explain how goal setting is used to motivate people.
* Identify and discuss the rules for application of positive reinforcement
* Describe the role of financial incentives in worker motivation.

Chapter 12

* What is communication? Identify the steps in the communication process.
* Explain and illustrate the difference between formal and informal communication channels.
* Identify major communication barriers in organizations.
* Discuss tactics that are used for overcoming communication barriers and bring relevant examples
* Identify major organizational (or office) politics and political tactics and explain how they affect interpersonal communication.

Chapter 13

* Identify various types of teams and groups.
* Discuss the characteristics of effective groups and teams.
* What are the stages of group development.
* Summarize managerial actions for building teamwork.
* Explain the actions and attitudes of an effective team player.
* Point to the potential contributions and problems of teams and groups.

Chapter 14

* What are success factors associated with e-commerce?
* What are the positive and negative consequences of information technologies on managerial job?
* Explain the effects of the Internet on internal company operations.
* Discuss the impact of the Internet on customer and other external relationships
* Summarize the demands information technology places on the manager’ s job.

Chapter 16

* Which techniques are used for improving work habits and time management Discuss and bring examples
* Identify and discuss techniques for reducing procrastination.
* What is the nature of stress? What are consequences of stress at the job place?
* Explain how stress can be managed effectively.