**Teacher PH.D.Aghayeva K.A.**

**Subject Essentials of Management**

**Groups 1005**

**Chapter 1: Management as a science and main definitons.**

1. Management, managers and organiations
2. Effectiveness and efficiency
3. The process of Management

**Chapter 2: The levels of management and managerial skills**

1. Main managerial skills
2. Levels of management
3. The roles of managers within the framework of Planning and Controlling functions
4. The roles of managers within the framework of of Organizing and Staffing functions
5. The roles of managers within the framework of Motivating and Leading function
6. The organizational environment- general and specific environment
7. Influence of external environment to managers
8. PEST or STEP analysis

**Chapter 3. Management Theory- Classical Approach**

1. Early Management
2. Scientific management- Fredrik W. Taylor “The principles of scientific management” and Frank and Lilian Gilbreths.
3. General administrative theory- Hanry Fayol “ Management functions and 14 principles of management”
4. General administrative theory -Max Weber “Buerocracy”

**Chapter 4. Management Theory- Neoclassical Approach**

1. Hawthorne experiment
2. Harwood experiment
3. Theory X and Theory Y of Douglas McGregor and Maslow’s Needs Hierarchy
4. Burns and Stalker experiments

**Chapter 5.Contemporary Management Theories**

1. Business process Reengineering
2. Total Quality Management
3. System approach to Management
4. Situational Approach to Management
5. Process approach to Management
6. The impact of information technology on the work of managers

**Chapter 6. Function of management- Planning**

1. Types of planning
2. A General Framework for Planning
3. The Nature of Business Strategy(An explanation of business strategy developed by Michael Porter)
4. The Development of Business Strategy
5. Operating Plans, Policies, Procedures, and Rules

**Chapter 7. Decision-making process**

1. Steps in the decision-making process
2. Decision-making styles
3. Group decision-making, its advantages and disadvantages
4. Brainstorming
5. Nominal group technique
6. Delphi technique

**Chapter 8. Strategic Management**

1. What is strategic management and why is it important?
2. 6 steps of the strategic management process
3. Corporate strategies
4. How Are Corporate Strategies Managed? (BKG and Ansoff Matrixs)
5. Michael Porter’s 5 forces model
6. Michael Porter’s competitive strategy

**Chapter 9. Function of management- Organizing**

1. Designing organizational structure
2. Mechanistic and organic organizational structure
3. Contingency Factors Affecting Structural Choice
4. Traditional Organizational Designs
5. Contemporary Organizational Designs

**Chapter 10. Motivation and organizational culture**

1. Early Theories of Motivation
2. Contemporary Theories of Motivation
3. Organizational culture and its 7 dimensions

**Chapter 11. Leadership and management**

1. The link between leadership and management
2. Power and authority in leadership
3. Leadership styles
4. Theories of leadership (Trait Theory of leadership and the Blake-Mouton Managerial Grid)
5. Theories of leadership (The Tannenbaum and Schmidt Continuum Theory and Fiedler's Contingency Model)

**Chapter 12: Managing of Communication**

1. The nature and steps of communication process
2. Verbal and nonverbal communication
3. Communication and 6C
4. Barriers to Communication
5. Overcoming the barriers
6. Direction of Communication Flow and types of communication networks

**Chapter 13: Human Resources Management**

1. The process of HRM
2. HR planning
3. Recruitment process in HRM
4. Selection process in HRM
5. Performance evaluation (or appraisal) in HRM

**Chapter 14. Function of management- Controlling**

1. The Control Process
2. Controlling for Organizational Performance
3. The types of controlling
4. Characteristics of effective controls

**Chapter 15. Conflict management**

1. Meaning and features of Conflict
2. Different approaches to conflicts
3. The sources and Consequences of conflicts
4. Conflict management Techniques
5. 5 Whys model in conflict management