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

**Subject Essentials of Management**

**Groups 1006**

1. Describe what are management, managers and organizations
2. Effectiveness and efficiency
3. Describe the process of management
4. Describe main managerial skills
5. Describe levels of management
6. The roles of managers within the framework of Planning and Controlling functions
7. The roles of managers within the framework of of Organizing and Staffing functions
8. The roles of managers within the framework of Motivating and Leading function
9. The organizational environment- general and specific environment
10. Explain the influence of external environment to managers
11. PEST or STEP analysis
12. Give information about early management
13. Give information about Scientific management- Fredrik W. Taylor “The principles of scientific management” and Frank and Lilian Gilbreths.
14. Give information about general administrative theory- Hanry Fayol “ Management functions and 14 principles of management”
15. Give information about general administrative theory -Max Weber “Buerocracy”
16. Explain Hawthorne experiment
17. Explain Harwood experiment
18. Describe Theory X and Theory Y of Douglas McGregor and Maslow’s Needs Hierarchy
19. Describe Burns and Stalker experiments
20. Business process Reengineering
21. Explain Total Quality Management
22. System approach to Management
23. Give information about situational approach to Management
24. Process approach to management
25. The impact of information technology on the work of managers
26. Give information about types of planning
27. Describe general framework for planning
28. Explain the nature of business strategy (business strategy developed by Michael Porter)
29. Identify the ways of development of business strategy
30. Describe the roles of operating plans, policies, procedures, and rules in organization
31. Explain steps in the decision-making process
32. Identify different decision-making styles
33. Describe group decision-making, its advantages and disadvantages
34. Describe Brainstorming as a desicion-making tool
35. Describe Nominal group technique as a desicion-making tool
36. Describe Delphi technique as a desicion-making tool
37. What is strategic management and why is it important?
38. Describe 6 steps of the strategic management process
39. Give information about corporate strategies
40. How are corporate strategies managed? (BCG and Ansoff Matrixs)
41. Describe Michael Porter’s 5 forces model
42. Describe Michael Porter’s competitive strategy
43. How is organizational structure designed
44. Explain differencies and similarities of mechanistic and organic organizational structures
45. List and give explanation about contingency factors affecting structural choice
46. Describe traditional organizational designs
47. Describe contemporary organizational designs
48. Describe early theories of motivation
49. Give information about contemporary theories of motivation
50. What is organizational culture? Describe its 7 dimensions
51. Clarify the link between leadership and management
52. Explain power and authority in leadership
53. List and explain leadership styles
54. Describe theories of leadership (Trait Theory of leadership and the Blake-Mouton Managerial Grid)
55. Describe theories of leadership (The Tannenbaum and Schmidt Continuum Theory and Fiedler's Contingency Model)
56. Explain the nature and steps of communication process
57. Givi exlanation of verbal and nonverbal communication
58. What is communication and 6C
59. List and describe barriers to communication
60. Ways of overcoming the barriers to communication
61. Describe direction of Communication Flow and types of communication networks
62. Explain the process of HRM
63. Explain HR planning
64. Describe recruitment process in HRM
65. Describe selection process in HRM
66. Explain performance evaluation (or appraisal) in HRM
67. Describe the Control Process
68. What is controlling for Organizational Performance
69. List the types of controlling
70. Explain characteristics of effective controls
71. Explain meaning and features of Conflict
72. Describe different approaches to conflicts
73. Describe the sources and consequences of conflicts
74. Identify Conflict management Techniques
75. Describe 5 Whys model in conflict management