Faculty: International School of Economics

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Subject name: Essentials of business

Group number: 1062

**Understanding Business and science of Management**

1. What is business? Why it is important to manage it?
2. Describe four important steps of management
3. Please provide and explain four organizational resources for management process.
4. What kind of skills and knowledge managers should have?
5. Describe levels and areas of management.
6. Three most important Managerial roles. Please explain them.
7. Please explain why team should choose own manager or higher level managers should appoint it.

**Levels of Management and managerial skills**

1. Why Interpersonal skills are important for managers
2. Which skill must be used before acting to solve problems?
3. What makes managers to change organization and how they should do it?
4. What makes manager work efficiently and create effective management?
5. What external factors can influence management process?
6. In what conditions companies should use PEST or SWOT analysis?

**Management theories and history of Classic Management theories**

1. **Taylorism (Scientific Management)-** when it created and in which industry.
2. What is main two areas it improved?
3. The three areas where scientific Management focused.
4. How Taylor explained man and system relationship about now and future?
5. **Henry Fayol**- How managers remember this person? What is his gift to management?
6. How responsibility is connected to authority?
7. **What is Henry’s** main criticism about team work and specialist supervisors?
8. Maxx Weber – how many types of power exist in organization and what are they?
9. How Weber explains Impersonality and division of labor
10. How Weber describes advantages of bureaucracy
11. How many elements does Weber mention in his definition of bureaucracy?

**Part 4.**

**NEO CLASSICAL MANAGEMENT THEORIES**

1. Please describe three main principals of neoclassical management theories.
2. Why workers should be involved in decision management process?
3. Emotional factors and informal relations between workman’s- why these factors are important?
4. What is Tom Burns and G M Stalkers contributions to Neoclassical management theories?
5. Tom Burns and G M Stalkers two ideal types of Organizations- what are they and what is main differences

**Part 5.**

**MODERN MANAGEMENT THEORIES**

1. How evaluation of technology and industrial revolution created Modern management theories?
2. Quantitative approach- please describe three major ways?
3. Why financial issues are important in Modern approach in Management
4. Theory Z- Please compare Japanize and American approach to Management.
5. McGregor Theory X and Y- Please compare them and explain which one you would use as manager.
6. What is situation approach and how it is managed? (Contingency advantages and disadvantages)
7. Please compare TQM and BRP

**Part 6.**

**MANAGEMENT FUNCTIONS. PLANING AND ORGANIZING**

1. What are five main management functions?
2. What is three main elements of directing?
3. Why controlling is important in management?
4. Please describe and compare mechanical and organic organizational structures?
5. What is main reasons of using Linear-Functional organizational structures?
6. In what cases Matrix organizational structures used and what is advantage of it?
7. What is advantages and disadvantages of Divisional organizational structures?

**Part 7.**

**MANAGEMENT FUNCTIONS. LEADERSHIP AND CONTROLING**

1. Please describe four main leadership styles and leadership qualities.
2. Positive and negative Leadership styles of Goleman how they are differing?
3. Five purpose of planning- please describe them?
4. Three types of control. Do we have to use all of them or separately?
5. Please describe feedback control model. How to assess feedbacks and which ones should be taken to consideration and on what level. (Feedback loop)

**Part 8-**

**Motivation and organizational culture**

1. Please describe and distinguish organizational and national culture.
2. What is disadvantages (barriers) of motivating employees?
3. Extrinsic or intrinsic motivation- Which one you would implement as manager?

**Part 9**

**Decision-making process**

1. Seven steps of effective decision making- which step should be first?
2. What are conditions of decision making and how they differ from each other?
3. Programed and non-programmed decision types- What is advantages and disadvantages of them?
4. How we can improve decision making process?

**Part 10**

**Strategy management**

1. What is features of strategic management
2. Please describe levels of strategy management
3. What is three main strategic questions?
4. Corporative strategies- how many of them we know and why we can’t use all of them at once?
5. Five competitive strategies- what are they and can we use all of them?
6. Please describe Porters five forces analysis.

**Part 11**

**Leadership and management.**

1. What is main differences between leaders and managers?
2. In your opinion which leadership style is best for all kind of situations?
3. Which leadership theory you consider as best one?
4. What are tasks for leaders to become successful?

**Part 12**

**Risk management**

1. What are key risks companies faces in modern business world?
2. Please identify three main risk management steps.
3. Why risks are separated as internal and external? Please give examples.

**Part 13**

**Management of conflicts**

1. What is conflict? Why it should be prevented or managed?
2. Destructive and constructive conflict- what is advantages and disadvantages of them?
3. What is positive consequences of conflict?

**Part 14**

**Establishment and management of communication**

1. How managers should manage internal and external communications?
2. What is four functions of communication?

**Part 15**

**Human Resource Management**

1. Why internal sources of HRM considered first?
2. Training and development- why they are important?