Müəllimin adı: Ayxan Bəylərov Adil

Fənnin adı: Business Management

Qrupun nömrəsi: 1081

**Mövzu 1 - Chapter 1 - Managing and Performing**

1. Name the four ongoing challenges that characterize the competitive landscape of today’s business? How do these challenges affect businesses and people?
2. Define and explain the six fundamental success drivers of performance and explain how do these criteria contribute to the success of a company?
3. What is defined as Management? What is the difference between Effectiveness and Efficiency? Name the four functions of management and explain their purpose to a company?
4. Identify the three levels of management in large organizations and explain the purpose of each manager level while providing company position/title examples.
5. Explain the approaches and principles that help to forge a successful, gratifying career and how can these approaches contribute to the success of your career?

**Mövzu 2 - Chapter 2 – The External and Internal Environments**

1. Explain the difference between the macroenvironment and the competitive environment.
2. Define the six types of external environment that can influence an organization’s decisions and explain how these environments affect an organization.
3. Identify the five elements of the competitive environment and explain how each of the elements affects business organizations.
4. Explain how organizations respond to environmental uncertainty.
5. Define and explain the four types of organizational culture and its elements.

**Mövzu 3 - Chapter 4 - Planning and Strategic Management**

1. Define and summarize the 6 steps in the basic planning process.
2. Describe how strategic planning should be integrated with tactical and operational planning.
3. Identify elements of the external environment and internal re-sources of the firm to analyze before formulating a strategy.
4. Define core competencies and explain how they provide the foundation for business strategy.
5. Summarize the types of choices available for corporate strategy.

**Mövzu 4 - Chapter 5 - Ethics, Corporate Responsibility, and Sustainability**

1. Describe how different ethical perspectives guide decision making.
2. Explain how companies influence their ethics environment.
3. Outline a process for making ethical decisions.
4. Summarize the important issues surrounding corporate social responsibility.
5. Discuss reasons for businesses’ growing interest in the natural environment.

**Mövzu 5 - Chapter 6 - International Management**

1. Discuss what integration of the global economy means for individual companies and their managers.
2. Describe how the world economy is becoming more integrated than ever before.
3. Define the strategies organizations use to compete in the global marketplace.
4. Compare the various entry modes organizations use to enter overseas markets.
5. Summarize the skills and knowledge managers need to manage globally.

**Mövzu 6 - Chapter 7 - Entrepreneurship**

1. Summarize how to assess opportunities to start new businesses. Discuss the general considerations for choosing a type of business.
2. Identify common causes of success and failure for entrepreneurs starting their own companies. Discuss the purpose of Business Incubators.
3. Discuss common management challenges and how to effectively manage them.
4. Explain how to increase your chances of successes, including good business planning.
5. Describe how managers of large companies can foster entrepreneurship. Who are “**in**trapreneurs”?

**Mövzu 7 - Chapter 12 – Leadership**

1. Define “power”, and identify sources of power in organizations.
2. List and describe personal traits and skills of effective leaders.
3. Describe behaviors that will make you a better leader, and identify when the situation calls for them.
4. Identify and describe the difference between charismatic and transformational leaders.
5. Describe types of opportunities to be a leader in an organization and the leadership roles.

**Mövzu 8 - Chapter 10 - Human Resources Management**

1. Give reasons why companies recruit both internally and externally for new hires.
2. Identify and describe various methods for selecting new employees.
3. Evaluate the importance of spending on training and development.
4. Explain alternatives for who appraises an employee’s performance.
5. Describe the fundamental aspects of a reward system.

**Mövzu 9 - Chapter 13 - Motivating for Performance**

1. Identify the kinds of behaviors managers need to motivate in people.
2. List and describe principles for setting goals that motivate employees.
3. Summarize how to reward good performance effectively.
4. Discuss ways in which people’s needs affect their behavior and the most important theories about the content of people’s needs.
5. Discuss Equity Theory and Summarize how people assess fairness and how to achieve fairness.

**Mövzu 10 - Chapter 14 - Teamwork**

1. Describe the primary types of teams in an organization and their purpose.
2. Summarize how groups become teams and through which processes, periods, and practices it happens.
3. Explain why groups sometimes fail and what happens when team building does not progress smoothly.
4. Describe how to build an effective team and which aspects and key elements must be considered.
5. Identify conflict styles and describe the ways to manage the conflicts.

**Mövzu 11 - Chapter 18 - Creating and Leading Change**

1. Discuss the four specific management practices that lead to sustained gains and superior performance.
2. Describe the purpose of the Organizational Development (OD) and how it creates a positive change.
3. Identify and describe the four General, and four Change-Specific reasons for resistance to change.
4. Identify the three basic stages required for motivating people to change. What is the performance gap and the force-field analysis?
5. Discuss the specific approaches to enlist cooperation and methods for managing resistance to change.

**Mövzu 12 - Chapter 15 – Communicating**

1. Discuss the most important advantages of two-way communication versus one-way communication.
2. Identify and describe communication problems to avoid. What is “perception” in communication?
3. Summarize ways of improving communication skills and becoming a better “sender” and “receiver” of information.
4. What are the ten ways to add power to a presentation discussed in class and how can they help you improve communication.
5. Explain how to improve downward, upward, and horizontal communication in organizational communication.

**Mövzu 13 - Chapter 16 – Managerial Control**

1. Identify and discuss the characteristics of the three types of control strategies used to achieve organizational control.
2. Discuss the nature and purpose of the four major steps of the control process in a typical control system.
3. Discuss and evaluate the three approaches to bureaucratic control discussed in class.
4. Identify and discuss the means of evaluating the effectiveness and efficiency of various systems within and organization through audits.
5. List the five procedures for implementing effective control systems and briefly explain their purpose.

**Mövzu 14 - Chapter 17 - Managing Technology and Innovation**

1. What is innovation, and what are the fundamental types of innovation. Please provide examples of each.
2. Identify and discuss the forces driving technological development and the patterns they follow.
3. Identify and describe alternative methods of pursuing technological innovation.
4. Describe the most common options to acquire new technology, and their advantages and disadvantages to an organization.
5. Name and describe the key roles (persons) in acquiring and developing new technologies in an organization.

**Mövzu 15 - Chapter 11 - Managing the Diverse Workforce**

1. What does managing diversity involve, and which categories of population is considered minorities in the workforce?
2. Describe the advantages and challenges to managing a diverse workforce.
3. Name and describe the three basic types of organizations with regard to diversity.
4. Describe the five actions/approaches that must be include in organization’s plans for becoming multicultural and making the most of its diverse workforce.
5. Identify and describe the policies and strategies used to increase retention of all employees.