



Principles of Management

This course provides concise and complete coverage that clearly translates the latest research, theories, and management experiences into actual practice. It introduces the role of a manager and today's managerial environment before exploring critical topics in planning, organizing, leading, and control. New coverage of ethics, personal productivity, the latest information technology, and decision making are also included.

The examples show how leaders effectively apply principles of management in a wide variety of business settings. New action features, new cases and video cases work with proven exercises and self-assessment quizzes to help participants develop the managerial, interpersonal, and technical skills necessary for outstanding career success.

Expected Accomplishments

- Introducing the principles of management in a new perspective.
- Understanding the most important roles of the manager
- Understanding the managerial functions of management: Planning, Organizing, Leading, and Controlling.
- Understanding the real difference between the operational and leadership roles of the manager.
- Handling your staff in an effective and productive manner

Course Outline

- Introduction to Management
 - The Manager's Job
 - Ethics and Corporate Social Responsibility
- Planning
 - Essentials of Planning
 - Problem Solving and Decision Making
 - Quantitative Techniques for Planning and Decision Making
- Organizing
 - Job Design and Work Schedules
 - Organization Structure, Culture, and Change
 - Human Resource and Talent Management
- Leading
 - Leadership
 - Motivation
 - Communication
 - Teams, Groups, and Teamwork
- Controlling
 - Essentials of Control
 - Managing Ineffective Performers





Who can benefit

Professionals looking to refine their management skills.

Related training

- The Professional Supervisor
- Leadership for Success

Duration

3 days

Mode

An instructor-led training program that includes practical exercises, case studies, role play and team assignments.

Prerequisites

None

Course Code: **MGT-155**

