

MGT 1400 Introduction to Management

A student completing this course will be able to:

- › Describe the nature of management and characterize their importance to the organization.
- › Identify and briefly explain the basic management functions in organizations.
- › Analyze how the U.S. workforce is changing and its impact on organizations.
- › Evaluate the most recent legislation affecting diversity and its provisions.
- › Identify the approaches to assessing organizational effectiveness.
- › Analyze the function of decision making and the planning process.
- › Identify the major barriers to goal setting and planning, how organizations overcome those barriers, and how to use goals to implement plans.
- › Discuss rational perspectives on decision making, including the steps in decision making and apply to a case study.
- › Discuss group and team decision making, including its advantages and disadvantages, and analyze scenarios on how it can be managed more effectively.
- › Discuss the steps in organization change and create a plan on how to manage resistance to change in a case study scenario.
- › Discuss the innovation process, forms of innovation, the failure to innovate, and how organizations can promote innovation.
- › Discuss how organizations attract human resources, including human resource planning, recruiting, and selecting.
- › Describe how organizations develop human resources, including training & development, performance appraisal, and performance feedback.
- › Identify and describe the major content and process perspectives on motivation and the role of organizational reward systems in motivation.
- › Differentiate among the basic forms of communication in organizations and evaluate appropriate methods in different scenarios.
- › Explain the purpose of control, identify different types of control, and describe the steps in the control process.
- › Evaluate different methods for conducting employee orientation.
- › Evaluate major types of training for employees and appropriate methods for conducting training.

Topics Covered in Course

Top Modern Supervision:

- › Concepts & Skills
- › Ensuring High Quality & Productivity

Teamwork:

- › Emphasizing Powerful Meetings
- › Managing Diversity

Reaching Goals:

- › Plans & Controls Organizing and Authority
- › The Supervisor as a Leader
- › Problem Solving, Decision Making & Creativity Communication
- › Motivating Employees

Problem Employees:

- › Counseling and Discipline
- › Managing Conflict and Change
- › Selecting Employees
- › Providing Orientation and Training
- › Appraising Performance