

Syllabus

Contemporary Management

Winter Semester 2019/20

1. Teacher

Mgr Karolina Kulińska, LLB

Office hours: Monday 11.15-12.15, room 501 (building A)

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2. Lecture Outline

07.10.2019 9.45	Lecture 1: Introduction. Nature of organizations. Definition of organizations. Management and management process. Managerial roles and skills.	Room 501 B
14.10.2019 9.45	Lecture 2. Classical management thought. Francis Taylor. Henri Fayol. Behavioral Management. Human Relations Movement. Quantitative Management Perspective. Integrating Perspectives.	Room 501 B
21.10.2019 9.45	Lecture 3. The environment of managing and organization. External and internal environment. General environment. Task environment. Organization culture.	Room 501 B
28.10.2019 9.45	Lecture 4. The environment of managing and organization. Ethical and social environment. Globalization. Legal environment – legal risk and legal compliance.	Room 501 B
4.11.2019 9.45	Lecture 5. Planning and Decision-making. Decision-making techniques.	Room 501 B
18.11.2019 9.45	Lecture 6. Organizing. Basic Elements of organizing. Organizing. Elements of organizational structure. Distributing authority. Delegation. Organizational design. Bureaucracy.	Room 501 B

	Adhocracy. Situational determinants of organizational design. Managing Human Resources.	
25.11.2019 9 45	Lecture 7. Leadership. Theories of leadership. Modern approaches to in managing employee motivation and performance. Managing interpersonal relations and communication.	Room 501 B
2.12.2019 9.45	Lecture 8. The Controlling Process. Final revision before oral exam. Preterm exam for volunteers ☺	Room 501 B

3. Lecture: final grade and exam

The course consists of two parts – lectures (theory) and classes (practical application and exercises). In order to pass the course a student must receive a positive grade from both parts, whereas in order to take the lectures final exam you must receive a positive final grade from classes first. Lectures shall be concluded by the oral examination. Students will have to answer **2 questions** – one from the list of topics covered during lectures (fundamentals of management – as listed in the table above) and one from the list of topics covered during classes (management tools and techniques, current challenges and trends in management – as listed below). The final grade will be the average grade for each question. Exam will take place during examination session according to the timetable (specific date shall be published in USOS in January). It is possible to take the exam earlier, at the last lecture on December 2nd **or** on January 13th (specific hours and place will be announced in the end of November).

4. Classes – elements of final grade

50% on class activity (homework's, group exercises) + 50% project

Each class will be divided into exercises and project section. During each meeting you will do exercises connected with the topic previously discussed on the lecture in a form of quizzes, case studies etc. Additionally, you will have to prepare (in a group of two) a research (literature review and case study on the example of organization of your choice) covering one of the topics from the list below (each group picks only **ONE** topic). You will present the outcomes in a form of an oral presentation that shall take approx. 30 minutes. You are free to use any resources (google and sky are the limit), however each presentation will be evaluated in 30 % on the basis of its merit including quality of resources used. List of literature and other sources is mandatory. Power point or prezi presentation are only optional, however you shall prepare any form of learning material for your colleagues (notes, quizzes etc.).

You shall pick the topic of presentation and you research partner **by October 14th** and send the information via e-mail.

LIST OF RESEARCH/PRESENTATION TOPICS:

Category I: Managing techniques

1. Reengineering
2. Benchmarking
3. Outsourcing
4. Lean management
5. Time based management
6. Learning organization
7. Virtual organization
8. Network thinking methodology
9. Knowledge management

Category II. Trends and challenges in management

10. Demographic diversity
11. Managing cultural diversity
12. Gender equality in organizations
13. Corporate Social Responsibility
14. Sustainable development
15. Managing Non-Governmental Organizations
16. Managing Start-Ups and New Ventures
17. Managing Organization Change and Innovation

Details of presentation evaluation: 30% merit (quality of resources, thoroughness of literature review), 30% case study (accuracy of choice of case study, details and understanding of the proposed analysis), 20% presentation skills (clarity and self-delivery of speech), 20% reception by your fellow students (in a form of discussion).

5. Literature

R. W. Griffin, Management, 12th ed., Boston : Cengage Learning, cop. 2017. (or later edition ofc)

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+ material delivered by the teacher during lectures and classes