



Syllabus of Module

1. Management Theory and Practice

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Module Annotation

The module is aimed at presenting the basic theoretical and practical skills of the manager. The module presents concepts for the addressing of management, history of management and its most important representatives, management styles and directions of development.

Basic topics and concepts for this module:

- 1. Management Concept:** fundamentals, management and management relationship, management definition, position of manager in the organisation, management levels in a hierarchically structured organisation, basic management functions and activities.
- 2. Manager Profile:** manager core competence, competence and responsibility, manager style, leadership, manager personality, manager qualification.
- 3. Decision-making:** decision making as the basic activity of a manager, basic concepts in the field of decision making, decision elements, decision-making entity, decision object, decision criteria, the emergence of a decision situation and the role of a manager in its solution, information support for decision making.

4. Planning as a Basic Management Function: basic procedures for creating a plan, structure of planning activities according to the hierarchical and functional form of the organisation's layout.

5. Organising as a Core Management Function: basic concepts of organising, classification of organisational structures, line organisation, line-staff organisation, functional organisation. Divisional organisation. Flexible organisational structures. A matrix organisation as a transition between stable and flexible organisational forms. Organisational forms of project management, project coordination, integrated project organisation and pure project organisation.

6. Leadership, Human Resources Management and Communication as a Core Management Function: motivation, influence, leadership, coordination. The importance of managing the company's human resources, personnel work in the company, career management, employee evaluation. General principles of successful communication, forms of communication.

7. Oversight as a Core Management Function: basic concepts of oversight. Oversight and feedback, structure of oversight activities, oversight evaluation criteria. Modern approaches to oversight. Internal oversight system of the organisation. The relationship between oversight and controlling.

8. Management in Development: characteristics of the history and time continuity of management development as both a practical activity and a field. Characteristics of individual development stages, their meaning and personalities with an emphasis on the evolution of current trends (from the search for perfection, through the organizational solution of "chaos", to information management and reengineering).

Module Objective

The aim of this module is to acquaint you with the basic concepts, history and procedures of management in a broader framework and decision-making. The introductory part of the module is a summary of the historical development of management, acquaintance with the basic management directions and the most important personalities who participated in shaping management. The module also presents a conceptual and methodological basis for subsequent specialised management subjects and for illustrating applications and specifics in Czech conditions. It covers the basic aspects of subject areas of management from their procedural point of view.

Literature

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