



Code	Subject Title	Cr. Hrs	Semester
MNG-211	Introduction to Management	3	IV
Year	Discipline		
2	Sociology & Sociocultural Studies		

**Introduction**

- a. Management; its objectives and functions
- b. The relation of organization to work
- c. Uncontrolled organizational adaptation and its effects

**The manager and his subordinates**

- a. The managerial-subordinate relationship
- b. Assessment of appropriate levels of pay of subordinates
- c. Drawing up job specifications
- d. Staff relationship, service giving relationship

**Managing services**

- a. Managing the national health service
- b. Managerialism in education
- c. Managing the criminal justice system
- d. Managing change in local government
- e. Managing the economy
- f. The new managerialism and social security

**Sources of managerial authority**

- a. Sources of managerial authority

**The limits of management**

- a. The limits of management, gender and the politics of change

**Policy**

- a. Policy making and its effects
- b. Written policy and communication
- c. Personnel policies and practices

**Managerial training**

- a. Managerial training
- b. Training institutions,

**Recommended books:**

1. Bossidy, Larry. (2002). Execution: The Discipline of Getting Things Done. London: crown Business.
2. Done. London: crown Business.
3. Buckingham, Marcus. (2000). First Break all the Rules: What the World’s Greatest Mangers do Differently. Boston: Simon & Schuster.
4. Charan, Ram. (2007). Know & How: The 8 Skills that Separate People who perform from those who don’t. London: Crown Business.
5. Pinto, Jeffereyk. (1998). Project Leadership: From Theory to Practice. New York: Project Management Institute.
6. Whetlen, David A. (2006). Developing Management Skills. London: Prentice Hall.