

PRINCIPLES OF MANAGEMENT

Degree(s)	: Economics; Management
Type	: Compulsory course unit
Curricular year/semester	: 1st year / 1st Semester
ECTS / hours per week	: 6 ECTS / 4.0 Hours
Workload per week	: 2 Theoretical x 1 Hour + 1 Practical x 2 Hours
Teacher responsible	: Professor Tiago Cardão Pito

OBJECTIVES

This course convey concepts, theories and methods on the management of organizations. During the semester, students are in contact with fundamental management themes such as planning, organizing and staffing, leading, and controlling.

PROGRAM

1- Introductory ideas to management of organizations

- 1.1 Introductory concepts
- 1.2 Introduction to the major schools of thought in management and organizations
- 1.3 Managing culturally diverse organizations
- 1.4 Ethics for management and organizations

2- The activity of planning

- 2.1 Elements of planning
- 2.2 Organizational strategy
- 2.3 Operating development
- 2.4 The process of decision making
- 2.5 Techniques for decision making

3- Organizing and staffing

- 3.1 Culture and change in organizations
- 3.2 Organizational change and innovations
- 3.3 Work schedules and job design
- 3.4 Organizational structure
- 3.5 Managing people and their talent

4- Leadership and motivation in organizations

- 4.1 Elements of leadership
- 4.2 What is motivation?
- 4.3 Effective communication
- 4.4 Group dynamics

5- The activity of control in organizations

- 5.1 Control systems
- 5.2 Dealing with underperformance and noncompliance

BIBLIOGRAPHY

Recommended Bibliography:

- Dubrin, A. 2012. *Management Essentials*. NY. South-Western- Cengage Learning.

Optional Bibliography:

- Bateman, T. and S. Snell, 2007. *Management: Leading and Collaborating in a Competitive World*. McGraw-Hill.
- Hatch, M. 1997. *Organization Theory: Modern, Symbolic, and Postmodern Perspectives*. Oxford University Press.
- Jones, M. 2014 *Researching Organization*. SAGE Publications.
- Northouse, P. 2012. *Leadership: Theory and Practice*. SAGE Publications.
- Pugh, D. 2008. *Organization Theory: Selected Classic Readings*. Penguin.
- Robbins, S. and M. Coulter, 2013. *Management*. Pearson.
- Sandel, M. 2010. *Justice: What's the Right Thing to Do?* Penguin.
- Wren, D., Bedeian, A. 2009 *The Evolution of Management Thought*, Wiley.