

Course Components of Management Programme

MS-1 : MANAGEMENT FUNCTIONS AND BEHAVIOUR

BLOCK	UNIT NOs.	UNIT TITLE	AUDIO TAPE	VIDEO TAPE
I	ROLE OF A MANAGER			
	1	Task of a Professional Manager		Professional Management
	2	Responsibilities of a Professional Manager		Task and Responsibilities
	3	Management Systems and Processes		Part I & II
	4	Managerial Skills		
II	DECISION MAKING			
	5	Organisational Context of Decisions		
	6	Decision Making Models		Problem Solving
	7	Decision Making-Techniques and Processes		
	8	Management by Objectives		
III	ORGANISATIONAL CLIMATE AND CHANGE			
	9	Organisational Structure and Managerial Ethos		
	10	Management of Organisational Conflicts		
	11	Managing Change		
IV	ORGANISATIONAL STRUCTURE AND PROCESSES			
	12	Organisational Structure and Design		
	13	Managerial Communication		Communication
	14	Planning Process		Process
	15	Controlling		
	16	Delegation and Interdepartment Coordination		
V	BEHAVIOURAL DYNAMICS			
	17	Analysing Interpersonal Relations		Leadership
	18	Leadership Styles and Influence Process		Styles
	19	Group Dynamics		