**Managerial readings**

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| **Week** | **Subjects** |
| **1** | * Management and organization
* Why are managers important
* Where do managers work and what they do
 |
| **2** | * Functions of management
* Roles of managers
* Skills of managers
 |
| **3** | * Classical perspective of management thought
* Humanistic perspective of management thought
 |
| **4** | * Quantitative perspective
* Contemporary perspective
 |
| **5** | * Defining planning
* Steps in planning
* Types of plans
* Identifying barriers to planning
 |
| **6** | * Defining goals
* Types of goals
* Steps in goal setting
* Characteristics and criteria of effective goals
 |
| **7** | * Meaning of organizing
* Purpose of organizing
* Departmentalization
 |
| **8** | * Chain of command
* Span of control
* Centralization and Decentralization
 |
| **9** | * Delegation
* Types of structures
* Factors effecting structure choice
 |
| **10** | * Definition of leadership
* From management to leadership
* Leadership traits
 |
| **Week** | **Subjects** |
| **11** | * Leadership and power
* Leadership styles
* Challenging facing leadership
 |
| **12** | * Nature of motivation
* Definition of motivation
* Job design for motivation
 |
| **13** | * Nature of control
* Control objectives
* The control process
 |
| **14** | * Types of control
* Characteristics of effective control system
 |
| **15** | * Budgeting control
* Marketing controls
* HRM controls
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