

Management Principles

CORPORATE LEARNING COURSE

“TEAM BUILDING” BLOCK

SEMINAR 3.4

SEMINAR OVERVIEW

SCOPE

This seminar discusses the basic principles of management. This lesson will help you comprehend how to use these principles in a team environment. This lesson also covers some of the leading theories and approaches to management that have been widely accepted over the years. Finally, there is a brief discussion about leadership versus management followed by an exercise. Hopefully, the exercise will help you apply some of the information you learned from this lesson.

OBJECTIVES

1. Describe basic management principles
2. Describe the concepts of span of control and unity of command
3. Describe characteristics of some of the leading management theories
4. Compare and contrast leadership and management

DURATION

50 minutes

SEMINAR OUTLINE & MAIN POINTS

- I. Introduction
 - What is a good manager?
 - Lesson Overview
- II. Four Principles of Management
 - A. Planning
 - B. Organizing
 - C. Influencing
 - D. Controlling
- III. Span of Control and Unity of Command
 - A. How many employees can a manager effectively manage?
 - B. Why is unity of command a concern?
- IV. Management Theories
 - A. The Classical Approach
 - B. The Behavioral Approach
 - C. Theory X and Theory Y
 - D. Management by Objectives