

Concept Map for Principles of Management and Organization BUS 112 ---- ##### 1.Key Concepts in ###

Chapter 1 ---- ##### **The Organization** – **Definition**: Social entity with boundaries working to achieve common goals – **Components**: – Social entity – Conscious coordination – Goals ---- #####

Management Concept – **Definition**: Planning, organizing, leading, controlling – **Objectives**: Achieving goals efficiently and effectively – **Processes**: – Planning – Organizing – Directing/Leading – Controlling ---- ##### 6.Managerial Roles and Skills ---- ##### **Managerial Roles** – **Interactive**:

Relationships and contacts – **Informational**: Receiving and transmitting information – **Decision-making**: Based on informational and interactive roles ---- ##### **Managerial Skills** – **Technical skills**: Use of specific knowledge and methods – **Analytical skills**: Diagnose and assess situations –

Decision-making skills: Identify problems and causes – **Interactive skills**: Work and understand others – **Cognitive skills**: View the organization as a whole – **Communication skills**: Receive and send information ---- ##### 8.Performance Measurement – **Efficiency**: Resource–result relationship –

Productivity: Output to input ratio – **Effectiveness**: Achieving goals efficiently ---- ##### 12.List of

Topics – **1st Week**: The concept of management and its fields – **2nd–3rd Weeks**: The development of management thought – **4th Week**: Planning – **5th Week**: Decision making – **6th Week**: Organization – **7th Week**: Administrative leadership, motivation and incentives – **8th Week**: Administrative communications – **9th Week**: Controlling ---- ##### 4.---- All rights reserved

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