

Middle Manager

Course Overview

This course will introduce students to middle management, including an introduction to management, ethics and social responsibility, managing information, decision-making, control, organizational strategy, innovation and change, organizational structures and process, managing teams, motivation and leadership.

<u>Module 01 - Getting Started</u>	1m
Getting Started Workshop Objectives	
<u>Module 02 - Introduction to Management</u>	5m
Introduction to Management What is Management? What Do Managers Do? What Does It Take to Be a Manager? Why Does Management Matter? Case Study	
<u>Module 03 - Ethics and Social Responsibility</u>	4m
Ethics and Social Responsibility What is Ethical Workplace Behavior? What is Unethical Workplace Behavior? How to Make Ethical Decisions What is Social Responsibility? Case Study	
<u>Module 04 - Managing Information</u>	5m
Managing Information Why Information Matters Strategic Importance of Information Characteristics and Costs of Useful Information Getting and Sharing Information Case Study	
<u>Module 05 - Decision-Making</u>	4m
Decision-Making What is Rational Decision-Making? Steps to Rational Decision-Making Limits to Rational Decision-Making Improving Decision-Making Case Study	

<u>Module 06 – Control</u>	5m
Control	
Basics of Control	
The Control Process	
Is Control Necessary or Possible?	
How and What to Control	
Control Methods	
Case Study	
<u>Module 07 - Organizational Strategy</u>	5m
Organizational Strategy	
Basics of Organizational Strategy	
Sustainable Competitive Advantage	
Strategy-Making Process	
Corporate, Industry, Firm Level Strategies	
Case Study	
<u>Module 08 - Innovation and Change</u>	4m
Innovation and Change	
Organizational Innovation	
Why Innovation Matters	
Managing Innovation	
Organizational Change	
Why Change Occurs and Why it Matters	
Managing Change	
Case Study	
<u>Module 09 - Organizational Structures and Process</u>	4m
Organizational Structures and Process	
Departmentalization	
Organizational Authority	
Job Design	
Designing Organizational Process	
Case Study	
<u>Module 10 - Managing Teams</u>	4m
Managing Teams	
The Good and the Bad of Using Teams	
Kinds of Teams	
Work Team Characteristics	
Enhancing Work Team Effectiveness	
Case Study	

Module 11 - Motivation and Leadership

6m

Motivation and Leadership

Basics of Motivation

Equity Theory

Expectancy Theory

What is Leadership?

Situational Leadership

Strategic Leadership

Case Study

Course Closure

Total Duration: 46m