

PRINCIPLES OF MANAGEMENT

UNIT CODE: BUS/CU/AC/CC/05/6

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Principles of Management

Duration of Unit: 100 hours

Unit Description

This unit specifies the competencies required to apply principles of management. It involves demonstrate understanding management thought, planning business function, organizing business function, performing staffing function, directing business function and controlling business function.

Summary of Learning Outcomes

1. Demonstrate understanding management thought
2. Plan business function
3. Organize business function
4. Perform Staffing function
5. Direct business function
6. Control business function

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Demonstrate understanding of management thought	<ul style="list-style-type: none">• Definition of management• Management as a science, an art or a profession• Principles of management as advocated by Henery Fayol• Importance of management• Levels of management• Qualities of a manager• Approach to the management thought<ul style="list-style-type: none">○ Scientific approach○ General administrative approach○ Behavioural approach○ Bureaucratic approach• Business environment<ul style="list-style-type: none">○ Internal environment	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Third party report• Interviewing• Project and report writing

	<ul style="list-style-type: none"> ○ Internal environment 	
2. Plan business function	<ul style="list-style-type: none"> ● Meaning of planning ● Importance of planning ● Types of planning ● Planning process ● Limitations of planning ● Effective planning ● Decision making process 	<ul style="list-style-type: none"> ● W ● Written tests ● Observation ● Oral questions ● Third party report ● Interviewing ● Project and report writing
3. Organize business function	<ul style="list-style-type: none"> ● Meaning of organising ● Importance of organising ● Principles of organising ● Process of organising ● Organisational structures ● Authority, responsibility and power ● Delegation ● Coordination 	<ul style="list-style-type: none"> ● Written tests ● Observation ● Oral questions ● Third party report ● Interviewing ● Project and report writing
4. Perform Staffing function	<ul style="list-style-type: none"> ● Meaning of staffing ● Importance of staffing ● Role of human resource manager ● Recruitment and selection ● Training and development ● Performance appraisal ● Reward and compensation ● Separation 	<ul style="list-style-type: none"> ● Written tests ● Observation ● Oral questions ● Third party report ● Interviewing ● Project and report writing
5. Direct business function	<ul style="list-style-type: none"> ● Meaning and importance of: ● Directing ● Leadership ● Supervision ● Motivation ● Communication 	<ul style="list-style-type: none"> ● Written tests ● Observation ● Oral questions ● Third party report ● Interviewing ● Project and report writing

<p>6. Control business function</p>	<ul style="list-style-type: none"> • Meaning of control • Importance of control • The control process • Types of control systems • Effective control systems • Emerging issues and trends 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Interviewing • Project and report writing
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Suggested Methods of Instruction

- Project
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Direct instruction
- Case study
- Audio –visual aids

Recommended Resources

- Printers,
- Computer,
- Calculator,
- Computer software's,
- Internet connectivity,
- Paper shredders,
- Photocopiers,
- Printers, scanners,
- Stationery

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