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BUS 243T.01: Psychology of Management and Supervision

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**The University of Montana – Missoula
College of Technology**

Course Syllabus

Course Number and Title: BUS 243T Psychology of Management & Supervision

Date Revised: Fall 2005

Semester Credits: 4

Contact Hours: 60

Prerequisites: None

Faculty: Director Brian Larson

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Course Description : Management theory, research and the practice of management. Topics include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

Course Objectives: This course will provide the students the knowledge and skills required to effectively manage organizations and human resources.

Students Will:

1. Demonstrate their ability to apply the concepts discussed in class.
2. Communicate effectively using written and oral techniques.
3. Participate in experiential learning exercises.
4. Discuss often conflicting messages in business ethics and the need for social responsibility.
5. Understand the need for balancing a concern for output and a concern for the people who perform the work.

Course Outline

- I. Planning & Control
 - a. Exercising control over people and processes
 - b. Managing information and solving problems

- II. Staffing with Human Resources
 - a. Forecasting workforce requirements
 - b. Interviewing job applicants
 - c. Selecting the best prospects
- III. Training and Developing Employees
 - a. Orientation
 - b. Factors in learning
- IV. Appraisal of Employee Performance
 - a. Performance evaluations
 - b. Problem performance
- V. “Unhiring” Employees
- VI. Motivating Employees
 - a. Motivational Theory
 - b. Leadership and motivation
- VII. Employee Safety and health under OSHA
- VIII. Management’s Role in Labor relations
- IX. The Nature of Management
 - a. Defined
 - b. Effective Vs efficient use of resources
- X. Management’s Social and Ethical Responsibilities
 - a. Definition’s and perspectives
 - b. Ethical dimension of Management
- XI. Planning and Decision Making
 - a. Coping with uncertainty
 - b. Essentials of planning
- XII. Decision Making and Creative Problem Solving
 - a. Challenges for decision makers
 - b. Making decisions
 - c. Programmed Vs nonprogrammed decisions
- XIII. Organizational Cultures
- XIV. Group Dynamics and Teamwork
- XV. Influence Processes and Leadership