



Lesson Plan No. 1.0	Course Name: Principles of Management Topic: Introduction to the course	Course No.: BBAMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Getting to know the faculty. b. Understanding the need of the subject: Principles of Management.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What is your understanding of the term "management"? Can you name any famous managers or companies? Why is management important for organizations?Share a brief story or anecdote about a successful manager or a company that faced a significant management challenge.Development (30 minutes)<ol style="list-style-type: none">Management<ul style="list-style-type: none">Explain the concept of management.Need of management in organizations.Explain how management functions help in achieving organizational objectives.Importance of Management<ul style="list-style-type: none">Explain how effective management is crucial for organizational success.Discuss the impact of poor management on organizational performance.Syllabus<ul style="list-style-type: none">Detailed analysis of the syllabus from course handout.Using examples explain the significance of the course.
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">Chapter 1 from Principles of Management by PC Tripathi <p>Spend 5 minutes to wrap up and consolidate the learning</p>
Evaluation	<ol style="list-style-type: none">Reflective Questions: Differentiate between management and administration.Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.1	Course Name: Principles of Management Topic: Management: Definition, Nature, Purpose, and Scope.	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. articulate the fundamental concepts of management, including its definition, nature, purpose, and scope. b. critically analyze the significance of management in various business contexts. c. explain how management functions within organizations.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What is Management? Concept of Organization? What do you think management involves? Why is management important in organizations?- Introduce the key concepts: Definition of management Nature of management (as a process and as a discipline) Purpose of management (achieving organizational goals effectively and efficiently) Scope of management (functions and levels)2. Development (30 minutes)<ol style="list-style-type: none">a. Definition of Management:<ul style="list-style-type: none">- Introduce the concept of management.- Provide examples of different types of organizations and how they apply management principles.b. Nature of Management:<ul style="list-style-type: none">- Discuss management as both a science and an art.- Explain its dynamic and evolving nature, influenced by external factors such as technology, globalization, and socio-economic changes.- Highlight the interdisciplinary nature of management, drawing on fields such as psychology, economics, sociology, and engineering.c. Purpose of Management:<ul style="list-style-type: none">- Explore why management is essential for organizations.d. Scope of Management:<ul style="list-style-type: none">- Outline the scope of management through its key functions: Planning, Organizing, Leading, Controlling.e. 5M's<ul style="list-style-type: none">- Define each M: Man (human resources), Money (financial resources), Machines (technological resources), Materials



	<p>(physical resources), and Methods (processes and procedures).</p> <ul style="list-style-type: none">- Discuss why these resources are critical for organizational management and how they interact with each other. <p>3. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none">- Analyse what can be the inputs and outputs to management.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://harappa.education/harappa-diaries/nature-and-scope-of-management/3. Homework<ul style="list-style-type: none">- Provide examples and case studies to illustrate key points and demonstrate practical applications of management concepts. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: What are the key functions that define the scope of management? Why does management need to evolve with changes in technology, globalization, and socio-economic factors? Who are the key stakeholders involved in management within an organization?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.2	Course Name: Principles of Management Topic: Scope of management, Skills and roles of a manager	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Define the scope of management and its significance. b. Identify key skills required for effective management. c. Describe the roles and responsibilities of managers in organizations.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What is the scope of management? Why is it important for organizations? What skills do you think are essential for a manager to possess? What roles do you believe managers play in achieving organizational goals?- Introduce the components of the scope of management.- Importance of understanding the scope in organizational settings.- Introduce the Essential skills of a manager: technical, human, and conceptual.2. Development (30 minutes)<ol style="list-style-type: none">a. Scope of Management<ul style="list-style-type: none">- Discuss the breadth and depth of management activities including planning, organizing, leading, and controlling.- Show how the scope varies at different levels of management (top, middle, first-line).b. Skills of a Manager<ul style="list-style-type: none">- Define technical, human, and conceptual skills with examples.- Discuss their relevance in different managerial contexts.c. Roles of a Manager<ul style="list-style-type: none">- Explore Henry Mintzberg's managerial roles framework (interpersonal, informational, decisional). Discuss how these roles manifest in real-world managerial situations.3. Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">- Explain scope of management in System Management and Office Management
Closure	- Summarize the Lesson Learning Outcomes and get affirmation



	<p>from students on these.</p> <ul style="list-style-type: none">- Suggested Reading<ul style="list-style-type: none">- Chapter 2 from "Essentials of Management" by Koontz and O'Donnell.- Homework <p>Reflect on a manager you know or have observed in an organization. Write a brief analysis discussing:</p> <ul style="list-style-type: none">- How their skills align with the technical, human, and conceptual framework.- Which managerial roles they most frequently exhibit and how it contributes to their effectiveness. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions:<ul style="list-style-type: none">What are the essential skills that a manager needs to be effective?Why are managerial roles crucial in achieving organizational goals?Who do you think best demonstrates the effective use of interpersonal, informational, or decisional roles in management?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.3	Course Name: Principles of Management Topic: Management Functions	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Articulate the fundamental functions of management and their significance in organizational effectiveness. b. Analyze the effectiveness of management decisions and strategies.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What are the essential roles of a manager in an organization? What do you think are the key responsibilities of a manager?- Introduce the concept of five main management functions: Planning, Organizing, Staffing, Leading, and Controlling.- Explain their importance in achieving organizational goals.2. Development (30 minutes)<ol style="list-style-type: none">a. Define Management Functions:<ul style="list-style-type: none">- Planning: Setting objectives and determining actions.- Organizing: Structuring resources and activities.- Staffing: Recruiting and training employees.- Leading: Guiding and motivating teams.- Controlling: Monitoring progress and making adjustments.- Show a 3- minute video: https://www.youtube.com/watch?v=EWk2--57yigb. Types of Managers:<ul style="list-style-type: none">- Top-Level Managers: Responsible for overall direction and strategy.- Middle-Level Managers: Implement policies and coordinate departments.- First-Line Managers: Oversee day-to-day operations and supervise employees.c. Roles and Responsibilities of a Manager:<ul style="list-style-type: none">- Interpersonal Roles: Figurehead, leader, and liaison.- Informational Roles: Monitor, disseminator, and spokesperson.- Decisional Roles: Entrepreneur, disturbance handler, resource allocator, and negotiator.d. Skills of a Manager:<ul style="list-style-type: none">- Technical Skills: Knowledge and expertise in a specific field.- Human Skills: Ability to work with, understand, and motivate people.- Conceptual Skills: Ability to analyze and diagnose complex situations.e. Types of Managerial Skills:



	<ul style="list-style-type: none">- Administrative Skills: Planning, organizing, and managing tasks.- Leadership Skills: Inspiring and guiding teams.- Problem-Solving Skills: Identifying issues and developing solutions. <p>3. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none">- Explain Mintzberg’s role of a manager.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.merospark.com/content/361/managerial-roles-and-skills/- https://www.mindtools.com/a9j93be/henri-fayols-five-functions-of-management3. Homework<ul style="list-style-type: none">- Reflect on which function you think is the most challenging and why. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions:<ul style="list-style-type: none">What are Mintzberg’s managerial roles, and how do they contribute to effective management?Why are these roles crucial for managers at different levels of an organization?Who exemplifies these roles within an organization, and how do they carry out these responsibilities?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.4	Course Name: Principles of Management Topic: Principles of Management	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand and assess the principles of management. b. Explore the ethical considerations in management decision-making.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you think are the main functions of a manager? How do management principles apply in everyday organizations? Who is Henri Fayol?- Introduce different management theories.2. Development (30 minutes)<ol style="list-style-type: none">a. Henri Fayol's Administrative Management Theory<ul style="list-style-type: none">- Overview of Henri Fayol and his contributions.- Emphasize the focus on efficiency and organizational structure.b. 14 Principles of Management<ul style="list-style-type: none">- Introduce each of Fayol's 14 Principles of Management.- Explain each principle briefly, focusing on its practical application.<ul style="list-style-type: none">- Division of Work- Authority and Responsibility- Discipline- Unity of Command- Unity of Direction- Subordination of Individual Interests- Remuneration- Centralization- Scalar Chain- Order- Equity- Stability of Tenure of Personnel- Initiative- Esprit de Corps- Provide examples of how these principles are applied in various organizational contexts.- Show a video on 14 principles of Management: https://www.youtube.com/watch?v=tUrjAn24ZiAc. Comparison with Other Theories<ul style="list-style-type: none">- Briefly introduce Taylor's Scientific Management and contrast with Fayol's approach.



	<p>3. Exercise (5 minutes) – Principles in Action</p> <ul style="list-style-type: none">- Divide students into small groups. Assign each group one principle of management. Have them discuss real-life examples where this principle is applied or can be improved in a familiar organization (e.g., school, local business).
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://nanoglobals.com/glossary/henri-fayol-management-theory/3. Homework<ul style="list-style-type: none">- Write a short essay (300-400 words) on how Henri Fayol's principles can be applied to improve efficiency in a modern organization of your choice. Use examples to illustrate your points. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: How might you apply these principles in your future career? Why is it important for managers to understand both the theory and practical applications of management?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.5	Course Name: Principles of Management Topic: Evolution of Management Thought	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the major stages in the evolution of management thought. b. Analyse the impact of these theories on current management practices.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. Why might different approaches to management have emerged?- Introduce the developmental stages of management theories.- Explain the reason behind the need for evolving theories to adapt to changing organizational and societal contexts.2. Development (30 minutes)<ol style="list-style-type: none">a. Stages in the Evolution of Management Thought:<ul style="list-style-type: none">- Introduce the various stages:- Classical Approach: Focus on systematic approaches to management.- Neo-Classical Approach: Emphasis on human factors and organizational behaviour.- Modern Approach: Integration of systems thinking and contingency factors.b. Early Classical Approach<ul style="list-style-type: none">- Introduce the concept of Scientific Management, its key proponents, features and key concepts such as Time studies, standardization of tasks, specialization.- Introduce Administrative Management, its key proponents, features and key concepts such as Principles of management, functions of management.- Introduce Bureaucracy theory.c. Neo-Classical Approach<ul style="list-style-type: none">- Discuss Hawthorne experiment and its influence on the field of management. How it led to the development of Human Relation approach. Discuss the contribution of Elton Mayo.- Explain how Theory X and Theory Y, along with Maslow's Hierarchy of Needs, changed the management approach by emphasizing the importance of understanding and addressing employee behaviour, motivation, and needs, leading to more effective and empathetic leadership styles.d. Modern Approach<ul style="list-style-type: none">- Introduce the concept of processes- Provide an overview of Systems approach and Contingency approach



	<ul style="list-style-type: none">- Explain the key concepts and impact of both the theories on the field of management.e. Discuss current trends in Management<ul style="list-style-type: none">- Introduce the concept of Agile management, digital transformation, and global management challenges.- Discuss how historical theories influence current management practices.3. Exercise (5 minutes) – Ask the students to<ul style="list-style-type: none">- Match the following giving explanation of theory on side and proponents on the other.- Example: Match "Scientific Management" with "Frederick Taylor."
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://courses.lumenlearning.com/wmorganizationalbehavior/chapter/history-of-management-theory/3. Homework<ul style="list-style-type: none">- Analyse how one of the management theories discussed is still relevant in today's business environment. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: Which management approach do you think is most relevant today? Why? How do you see the principles of earlier management theories applied in modern organizations?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.6	Course Name: Principles of Management Topic: Scientific Management	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Articulate Scientific Management Theory. b. explain the key principles and techniques advocated by Scientific Management. c. Assess the extent to which the principles of Scientific Management are still applicable in contemporary business environments.
Teaching Aids (if any)	a. PPT b. Video
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What are the contributions of F.W. Taylor in management What do you know about management practices in factories? How do you think efficiency can be improved in a workplace?- Introduce Frederick Taylor as the father of Scientific Management.- Discuss the industrial context of the late 19th and early 20th centuries.2. Development (30 minutes)<ol style="list-style-type: none">a. Elements and Tools of Scientific Management<ul style="list-style-type: none">- Explain the Concept of Time Studies: Introduce how tasks are analysed to determine the most efficient way to perform them.- Introduce the concept of work Standardization: Discuss the implementation of uniform procedures and tools to improve consistency.- Explain Work Specialization: Describe how assigning specific tasks to workers can increase efficiency and productivity.b. Principles of Scientific Management<ul style="list-style-type: none">- Explain various principles such as the Concept of Science, Not Rule of Thumb: Discuss how scientific methods can replace guesswork in decision-making.- Introduce Harmony, Not Discord: Highlight the importance of fostering collaboration between workers and managers for a productive work environment.- Explain Cooperation, Not Individualism: Emphasize the benefits of teamwork and how it leads to mutual success.- Introduce Development of Each Worker: Focus on the significance of training and developing workers to enhance efficiency.- Show a video on the topic https://www.youtube.com/watch?v=VD5NxjRAIvU3. Exercise (5 minutes) –



	Ask students to - Explain Mental Revolution.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- Chapter 2 from "Essentials of Management" by Koontz and O'Donnell- https://www.villanovau.com/articles/leadership/scientific-management-theory-explained/3. Homework<ul style="list-style-type: none">- How Scientific Management principles could be applied in a modern workplace. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions:<ul style="list-style-type: none">Why is work standardization essential in improving consistency and quality in an organization?Why does assigning specific tasks to workers increase efficiency and productivity?What is meant by the principle "Science, Not Rule of Thumb" in scientific management?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.7	Course Name: Principles of Management Topic: Management of Objectives	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept and purpose of Management by Objectives. b. Analyse how MBO integrates with Scientific Management.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you understand by objectives in a management context? How do you think organizations ensure they achieve their goals? Have you heard of Management by Objectives? What does it imply?- Introduce the concept of Management by Objectives (MBO) as a process where managers and employees work together to set, record, and monitor goals for a specific period.2. Development (30 minutes)<ol style="list-style-type: none">a. Management By Objectives<ul style="list-style-type: none">- Introduce the concept of MBO- Need for MBOb. Process of MBO<ul style="list-style-type: none">- Explain the steps involved:<ul style="list-style-type: none">- Define organizational goals- Define employees objectives- Continuous monitoring- Providing feedback- Performance appraisal- Performance evaluationc. Merits of MBO<ul style="list-style-type: none">- Improved performance- Greater sense of identification- Maximum utilization of Human Resource- No Role Ambiguityd. Demerits of MBO<ul style="list-style-type: none">- lack of support of Top Management- resentful attitude of subordinates- costly and time-consuming process- emphasis on short term goals3. Exercise (5 minutes) –



	<ul style="list-style-type: none">- Divide students into pairs and have them list three personal goals and three organizational goals.- Discuss how these could be aligned through MBO.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.investopedia.com/terms/m/management-by-objectives.asp- https://study.com/learn/lesson/management-exception-pros-cons.html#quiz-course-links <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions:<ul style="list-style-type: none">Why is there a need for organizations to implement MBO?Why is it important to define both organizational and employee objectives in the MBO process?Who benefits most from the MBO process within an organization?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.8	Course Name: Principles of Management Topic: Management by Exception	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of Management by Exception b. Identify the stages involved in the MBE process c. Apply MBE principles in practical scenarios
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you understand by "exception" in management? How do managers prioritize their tasks?- Introduce the concept of Management by Exception- Discuss how managers can focus on critical areas needing attention, allowing routine issues to be handled at lower levels.2. Development (30 minutes)<ol style="list-style-type: none">a. MBE<ul style="list-style-type: none">- Introduce the concept of Management by Exception- Explain the purpose of Management by Exceptionb. Steps of MBE<ul style="list-style-type: none">- Explain the following steps of MBE in detail:<ul style="list-style-type: none">- Setting Standards- Measuring Performance- Identifying Exceptions- Taking Actionc. Benefits of MBE<ul style="list-style-type: none">- Increases efficiency by prioritizing critical issues- Empowers lower-level staff to handle routine tasks- Enhances decision-making by focusing on significant problemsd. Implementing MBE<ul style="list-style-type: none">- Explain the 6 steps of how MBE can be implemented in an organization.d. Components of MBE<ul style="list-style-type: none">- Explain the various components of MBE.e. Challenges of MBE<ul style="list-style-type: none">- Overemphasis on Negative Outcomes- Lack of Proactive Management- Insufficient Delegation3. Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">- Compare and contrast MBO and MBE
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.



	<p>2. Suggested Reading - https://www.wallstreetmojo.com/management-by-exception/</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions: What distinguishes MBE from other management approaches? Who sets the standards and measures performance in an MBE framework? Why might MBE increase efficiency and empower lower-level staff?</p> <p>2. Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 1.9	Course Name: Principles of Management Topic: Mc Kinsey 7S's Model	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the McKinsey 7-S Model. b. Identify the structure and components of the model. c. Differentiate between Hard S's and Soft S's.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What do you think are the key factors for organizational success? How can alignment between different elements of a business enhance performance?Development (30 minutes)<ol style="list-style-type: none">Understand the Concept of McKinsey 7-S Model<ul style="list-style-type: none">Explain the model as a tool for organizational analysis.Emphasize its purpose in aligning various aspects of a business to improve performance.Structure of the McKinsey 7-S Model<ul style="list-style-type: none">7 Elements: Strategy, Structure, Systems, Shared Values, Skills, Style, Staff.Hard S's and Soft S's<ul style="list-style-type: none">Hard S's: Discuss how these are tangible and easier to identify. - Definition: Tangible and easily identifiable elements. - Examples: Structure, Systems. - How these elements can be directly observed and measured.Soft S's: Explain their intangible nature and impact on culture and people. - Definition: Intangible elements that impact organizational culture and people. - Discussion: Their influence on the overall work environment and organizational effectiveness.Interconnectivity<ul style="list-style-type: none">Discuss how changes in one element affect the others.Explore how changes in one element of the 7-S Model can affect the others.Illustrate with examples of how misalignment or alignment can impact organizational performance.Exercise (5 minutes) –



	<p>Ask students to</p> <ul style="list-style-type: none">- Explain the application of Mc Kinsey 7 s Model
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.soundingboardinc.com/blog/understand-mckinsey-7s-model/3. Homework<ul style="list-style-type: none">- Choose an organization and analyse how well the McKinsey 7-S elements are aligned. Write a one-page report discussing any misalignments and suggest improvements. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions:<ul style="list-style-type: none">What impact do both Hard S's and Soft S's have on organizational performance?Why is it important to align all 7 elements in an organization?Who benefits from effective alignment of the 7-S elements?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.1	Course Name: Principles of Management Topic: Types of Plans	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the nature and purpose of planning. b. Identify and differentiate various types of plans. c. Apply planning concepts through class exercises.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What are plans? Why is it essential in management? How do organizations use planning to achieve their goals?Introduce the concept of planning and its importance.Discuss how planning helps in setting objectives and coordinating activities. <ol style="list-style-type: none">Development (30 minutes)<ol style="list-style-type: none">Types of Plans on the Basis of Hierarchy:<ul style="list-style-type: none">Strategic PlansTactical PlansOperational PlansTypes of Plans on the Basis of Use:<ul style="list-style-type: none">Single-use PlansStanding PlansTypes of Plans on the Basis of Flexibility:<ul style="list-style-type: none">Rigid PlansFlexible PlansHow planning can be proactive or reactive.The role of contingency planning in organizations.Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">Compare and contrast various types of Plans
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">https://www.mindtools.com/azhch7u/developing-your-strategyhttps://www.toppr.com/guides/business-studies/planning/types-of-plan/Homework<ul style="list-style-type: none">Write a short essay (200-300 words) on how an organization you are familiar with uses strategic planning to achieve its long-term goals. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Spend 5 minutes to evaluate student assimilation of the lesson contents
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Lesson Plan No. 2.2	Course Name: Principles of Management Topic: Nature of objectives and MBO	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. understand the concept and importance of objectives in management. b. explore the classification and hierarchy of objectives. c. introduce the concept of Management by Objectives (MBO) and its significance in organizational management.
Teaching Aids (if any)	a. PPT
Teaching Development	1. Introduction (5 minutes) - Ask questions. What are objectives? Why are objectives important in management? How do objectives contribute to organizational success? - Introduce the concept and role of objectives in organizational management. 2. Development (30 minutes) a. Concept of Objectives: - Definition of objectives in the context of management. - Importance of clear and specific objectives. b. Classification of Objectives: - Strategic, tactical, operational objectives. - Quantitative and qualitative objectives. c. Hierarchy of Objectives: - Levels of objectives: corporate, business unit, functional, individual. - Relationship between different levels of objectives. d. Top Down and Bottom-Up Approach of Objectives: - Explanation of both approaches. - Pros and cons of each approach in setting organizational objectives. 3. Exercise (5 minutes) – Ask students to - Compare and contrast various types of Objectives.
Closure	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading - https://bss10bft.weebly.com/uploads/1/1/2/9/11293275/final_assignment.pdf - Essentials of Management by Koontz and O'Donnell, Chapter 8: Objectives and Goals. 3. Homework - Discuss the role of Management by Objectives (MBO) in enhancing organizational performance. Include examples of



	<p>companies that have successfully implemented MBO.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.3	Course Name: Principles of Management Topic: Nature and purpose of organizing, Determinants of organization structure.	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of organizational structure. b. Discuss the purpose and importance of organizing in management.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What is organizational structure, and why is it important? How does organizational structure impact an organization's efficiency and effectiveness?- Introduce the concept of organization structure.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept of Organizational Structure:<ul style="list-style-type: none">- Definition and significance.- Elements/components of organizational structure.b. Types of Structures:<ul style="list-style-type: none">- Functional- Divisional- Matrixc. Importance:d. Determinants of Organization Structure<ul style="list-style-type: none">- Size of the Organization- Nature of the Business- Business Environment- Technology Used- Strategy and Goals3. Exercise (5 minutes) –<ul style="list-style-type: none">- Divide students into small groups. Each group chooses a company and sketches its possible organizational structure. Discuss why they chose that structure based on the determinants.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.wallstreetmojo.com/organizational-structure/3. Homework<ul style="list-style-type: none">- Write a brief report on a company of your choice, describing its organizational structure and explaining how it reflects the



	company's goals and strategies. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Spend 5 minutes to evaluate student assimilation of the lesson contents



Lesson Plan No. 2.4	Course Name: Principles of Management Topic: Line and Staff concept	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the differences between line, line and staff, and functional organizational structures. b. Analyse the advantages and disadvantages of each structure. c. Apply knowledge to real-world examples.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you know about organizational structures? How do you think different roles interact in a company?- Briefly discuss the importance of organizational structure in achieving business objectives.2. Development (30 minutes)<ol style="list-style-type: none">a. Line Organization Structure<ul style="list-style-type: none">- Definition- Characteristics- Advantages- Disadvantagesb. Line and Staff Organization Structure<ul style="list-style-type: none">- Definition- Characteristics- Advantages- Disadvantagesc. Functional Organization Structure<ul style="list-style-type: none">- Definition- Characteristics- Advantages- Disadvantages3. Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">- Compare and Contrast Line and Line and Staff Organisation Structure
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.mbaknol.com/management-principles/organization-structure/3. Homework<ul style="list-style-type: none">- Write a short essay (200-300 words) on which organizational structure you think is most effective for a tech company and



	why. Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Spend 5 minutes to evaluate student assimilation of the lesson contents



Lesson Plan No. 2.5	Course Name: Principles of Management Topic: New Approaches in organization Design	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand new approaches in organizational design. b. Identify key concepts like flat structures, network organizations, and virtual organizations. c. Analyze the advantages and challenges of these approaches.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you think are the limitations of traditional organizational structures? How can new technologies impact organizational design?- Introduce traditional organizational structures and their limitations.2. Development (30 minutes)<ol style="list-style-type: none">a. Flat Structures:<ul style="list-style-type: none">- Definition and characteristics.- Benefits- Challengesb. Network Organizations:<ul style="list-style-type: none">- Definition and characteristics.- Benefits- Challengesc. Virtual Organizations:<ul style="list-style-type: none">- Definition and characteristics.- Benefits- Challenges3. Exercise (5 minutes) –<ul style="list-style-type: none">- Divide the class into small groups. Each group receives a scenario of a company looking to redesign its structure. Groups will discuss which new approach (flat, network, or virtual) would best suit the company and why.-
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://hbr.org/2011/02/the-importance-of-organization3. Homework<ul style="list-style-type: none">- Write a one-page reflection on how a company you are familiar with could benefit from adopting a new organizational design



	<p>approach. Consider the potential benefits and challenges.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.6	Course Name: Principles of Management Topic: Downsizing	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of downsizing in organizations.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you think happens when a company downsizes? Have you ever heard of companies that have downsized? What were the reasons?- Introduce the concept of downsizing and why it's relevant in today's business environment.2. Development (30 minutes)<ol style="list-style-type: none">a. Downsizing<ul style="list-style-type: none">- Concept- Examples: BYJU's, Google, Tesla, etc.b. Reasons for Downsizing<ul style="list-style-type: none">- Economic downturns- Technological advancements- Mergers and acquisitions- Shift in company strategyc. Measures to Avoid Downsizing<ul style="list-style-type: none">- Reskilling and upskilling employees- Exploring alternative cost-cutting measures- Enhancing operational efficiencyd. Impacts and Ethical Considerations<ul style="list-style-type: none">- Effects on remaining employees- Impact on company reputation- Ethical responsibility towards employees3. Exercise (5 minutes) – Ask students<ul style="list-style-type: none">- In groups, list three alternative strategies to downsizing that a company could implement.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.investopedia.com/terms/d/downsize.asp3. Homework<ul style="list-style-type: none">- Write a one-page reflection on how downsizing can impact a company's culture and employee morale. Include suggestions on how management can mitigate these impacts.



	Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Spend 5 minutes to evaluate student assimilation of the lesson contents



Lesson Plan No. 2.7	Course Name: Principles of Management Topic: Span of Management	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand how departments are created, and Span of Management is determined.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What do you think influences how many people a manager can effectively oversee? How might organizational structure impact communication and decision-making?Introduce the concept of organizational structure and its impact on management efficiency.Development (30 minutes)<ol style="list-style-type: none">Concept of Span of Management<ul style="list-style-type: none">Definition: Explain the span of management as the number of subordinates directly reporting to a manager.Importance: Discuss why an appropriate span is critical for effective management.Factors Influencing Span of Supervision<ul style="list-style-type: none">Complexity of TasksEmployee CompetenceGeographical DispersionAdministrative SupportTall Structure vs Flat Structure<ul style="list-style-type: none">Tall Structure: Characterized by many hierarchical levels. Discuss pros (e.g., clear authority) and cons (e.g., slower decision-making).Flat Structure: Features fewer levels. Discuss pros (e.g., faster communication) and cons (e.g., potential for overburdened managers).Show a video on https://www.youtube.com/watch?v=wu6n5NvewBwExercise (5 minutes) – Ask students to<ul style="list-style-type: none">Analyse the Span of Management of various organisations.
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">https://www.masterclass.com/articles/span-of-controlHomework



	<ul style="list-style-type: none">- Write a short essay on how the span of management might differ in a tech startup vs. a large manufacturing firm. Include factors that influence these differences. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.8	Course Name: Principles of Management Topic: Authority relationship	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of authority and its types. b. Distinguish between line, staff, and functional authority.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What does authority mean in an organizational context? Why is authority important in management?- Introduce the concept of role of authority in organizational structure.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept of Authority<ul style="list-style-type: none">- Definition- Importanceb. Authority Relationships<ul style="list-style-type: none">- Types: Line, staff, and functional- Purpose: Clarify roles and responsibilities.c. Line Authority<ul style="list-style-type: none">- Definition- Exampled. Line and Staff Authority<ul style="list-style-type: none">- Definition- Examplee. Functional Authority<ul style="list-style-type: none">- Definition- Example3. Exercise (5 minutes) - Ask students to<ul style="list-style-type: none">- Explain various authority relationships that exists in an organization.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.shiksha.com/online-courses/articles/authority-and-responsibility-principles-for-organizational-efficiency/3. Homework<ul style="list-style-type: none">- Write a brief essay on how authority relationships can impact decision-making in an organization. Include examples from real companies.



	Spend 5 minutes to wrap up and consolidate the learning
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Spend 5 minutes to evaluate student assimilation of the lesson contents



Lesson Plan No. 2.9	Course Name: Principles of Management Topic: Delegation and Decentralization	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept and importance of delegation and decentralization. b. Analyse the benefits and challenges of delegation and decentralization in organizations.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What do you mean by delegation? How is authority delegated? What tasks do you currently delegate in your daily life? Why do you think delegation is important in an organization?Introduce the concept of delegation and decentralization.Importance of these concepts in management.Development (30 minutes)<ol style="list-style-type: none">Concept of Delegation<ul style="list-style-type: none">DefinitionImportanceSteps Involved in the Process of Delegation<ul style="list-style-type: none">Explain the process in detail with example.Delegation vs Decentralization<ul style="list-style-type: none">Differentiate between the two by providing examples from industries.Show a video https://www.youtube.com/watch?v=wu6n5NvewBwBenefits and Challenges<ul style="list-style-type: none">Pros and cons of both.Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">In small groups, students list tasks that can be delegated in a small business setting. Then, discuss why those tasks are suitable for delegation and potential challenges.
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">https://www.geeksforgeeks.org/difference-between-delegation-and-decentralization/Homework<ul style="list-style-type: none">Create a chart comparing delegation and decentralization, including examples of tasks for each. Highlight the benefits and



	<p>potential challenges associated with each approach.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.1	Course Name: Principles of Management Topic: Human Resource Management	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the features and process of HRM. b. Learn about strategies used in HRM.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. Define Human Resource Management Define Personnel Management Differentiate between the two.- Introduce the concept of HRM: Definition and importance in organizations.2. Development (30 minutes)<ol style="list-style-type: none">a. Introduction to HRM<ul style="list-style-type: none">- Definition- Characteristics- Importanceb. Key functions of HRM<ul style="list-style-type: none">- Discuss the key functions of HRM such as manpower planning, recruitment, selection, etc. in detail along with the examples.c. Challenges in HRMd. Future Trends in HRM<ul style="list-style-type: none">- Digital Transformation: Utilizing AI and HR tech for efficiency.- Remote Work: Managing distributed teams effectively.3. Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">- Split into small groups and discuss the most important qualities for a successful HR manager. Share key points with the class.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.coursera.org/in/articles/human-resource-management3. Homework<ul style="list-style-type: none">- Research a company of your choice and create a presentation (5-7 slides) covering the following points: Overview of the company's HRM strategies. Description of their selection process and tools used. Evaluation of how effective their HRM practices are.



	<p>Suggestions for improvement based on what you've learned in class.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.2	Course Name: Principles of Management Topic: Performance Appraisal and Career Strategy	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept and importance of performance appraisal. b. Understand career strategy and its role in professional development.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you mean by Performance Appraisal? How do you think performance appraisals can impact career growth?- Introduce the concept of performance appraisal and its significance in organizations.- Explain that performance appraisals are systematic evaluations of employee performance and how they contribute to career development and organizational success.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept of Performance Appraisal<ul style="list-style-type: none">- Definition- Purpose- Needb. Methods of Performance Appraisal<ul style="list-style-type: none">- Traditional methods: Rating scales and essay method.- Modern methods: 360-degree feedback and Management by Objectives (MBO).c. Barriers to Effective Appraisal<ul style="list-style-type: none">- Common obstacles such as bias, inconsistency, lack of feedback, and resistance.d. Measures for Overcoming Barriers to Appraisal<ul style="list-style-type: none">- Strategies like training, standardization, clear communication, and regular feedback to improve the appraisal process.e. Career Strategy<ul style="list-style-type: none">- Definition- Components- Importance3. Exercise (5 minutes) – Ask students<ul style="list-style-type: none">- What are the various types of Performance Appraisal?
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading



	<ul style="list-style-type: none">- https://www.aihr.com/blog/performance-appraisal/ <p>3. Homework</p> <ul style="list-style-type: none">- Develop a personal career strategy plan outlining short-term and long-term career goals, steps to achieve them, and potential challenges. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.3	Course Name: Principles of Management Topic: Change Management	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Know the concept of Change management. b. Understand the forces and different types of changes.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What are some examples of changes that organizations undergo? Why do you think change is important for organizations? Have you ever experienced resistance to change, either personally or professionally?- Introduce the concept of organizational change and its significance.- Explain that change management involves understanding and implementing changes within an organization to improve efficiency, adapt to new conditions, or achieve strategic goals.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept of Organization Change:<ul style="list-style-type: none">- Definition- Importanceb. Factors in Organizational Change:<ul style="list-style-type: none">- Internal Factors: Organizational structure, employee behavior, technological advancements.- External Factors: Market trends, economic conditions, regulatory changes, and competition.c. Types of Organizational Change:<ul style="list-style-type: none">- Strategic Change: Changes in the organization's mission, vision, or strategic direction.- Structural Change: Modifications in the organization's hierarchy or work processes.- Process Change: Improvements or modifications in the workflows or systems.- Cultural Change: Shifts in the organizational culture or values.d. Process for Planned Change:<ul style="list-style-type: none">- Assessment: Identify the need for change.- Planning: Develop a detailed plan for implementing the change.- Implementation: Execute the change according to the plan.- Evaluation: Assess the effectiveness of the change and make adjustments if necessary.e. Human Resistance to Change:



	<ul style="list-style-type: none">- Causes: Fear of the unknown, loss of control, lack of trust, and perceived negative impact.- Impact: Resistance can lead to reduced morale, lower productivity, and higher turnover rates.f. Overcoming Resistance to Change:<ul style="list-style-type: none">- Communication: Clearly communicate the reasons for the change and its benefits.- Involvement: Engage employees in the change process to gain their support.3. Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">- Explain why change is important in an organization?
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.prosci.com/resources/articles/what-is-change-management-and-how-does-it-work3. Homework<ul style="list-style-type: none">- Write a 1-2 page analysis of a recent organizational change in a company of your choice. Include details on the type of change, the process followed, the resistance faced, and how it was managed. Submit the assignment by the next class. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.4	Course Name: Principles of Management Topic: Leading: Human Factors	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the role of human factors in effective leadership.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none"> 1. Introduction (5 minutes) <ul style="list-style-type: none"> - Ask questions. What do you think are the most important qualities of an effective leader? How do you believe motivation and communication affect a team's performance? - Introduce the concept of human factors in leadership. - Define key terms such as motivation, communication, emotional intelligence, and leadership styles. - Explain the importance of understanding human factors in managing and leading teams effectively. 2. Development (30 minutes) <ol style="list-style-type: none"> a. Motivation: <ul style="list-style-type: none"> - Definition with example - Explore how understanding what drives employees can lead to better management practices. b. Communication: <ul style="list-style-type: none"> - Cover the key aspects of effective communication (active listening, feedback, clarity). - Highlight how communication skills can enhance leadership and team cohesion. c. Leadership Styles: <ul style="list-style-type: none"> - Review different leadership styles (e.g., transformational, transactional, situational). - Discuss how various styles can be applied based on team needs and situations. 3. Exercise (5 minutes) – Ask students to <ul style="list-style-type: none"> - Divide them in pairs and ask them to explain the human factors which drive their partner.
Closure	<ol style="list-style-type: none"> 1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading <ul style="list-style-type: none"> - https://online.siu.edu/degrees/business/mba/general/factors-that-impact-managerial-effectiveness/#:~:text=Managers%20make%20strategic%20decisions%20that,can%20further%20affect%20decision%2Dmaking.



	<p>3. Homework</p> <ul style="list-style-type: none">- Write a 1–2-page reflection on a leader you admire, focusing on how they use human factors (motivation, communication, EI) in their leadership style. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluati on	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.5	Course Name: Principles of Management Topic: Motivation	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Define motivation and explain its significance in management and personal development. b. Apply these theories to real-life scenarios and analyse their effectiveness.
Teaching Aids (if any)	a. PPT b. Nearpod
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. Define need and aspirations. What motivates you to work hard or achieve your goals? Can you think of a time when you felt highly motivated? What factors contributed to it? How does understanding motivation help managers and leaders?- Introduce the concept of Motivation with examples.- Importance of motivation in our personal and professional life.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept and Significance of Motivation<ul style="list-style-type: none">- Definition- Need- Importanceb. Maslow's Need Hierarchy of Motivation<ul style="list-style-type: none">- Overview- Discussion: How each level must be satisfied before moving to the next.- Examples of how these needs apply in the workplace.c. Herzberg's Hygiene-Motivation Theory<ul style="list-style-type: none">- Herzberg distinguishes between hygiene factors and motivators- Discussion: How hygiene factors prevent dissatisfaction but don't necessarily motivate, while motivators enhance job satisfaction and performance.d. McClelland's Three Need Model<ul style="list-style-type: none">- McClelland identifies three key needs: need for achievement, need for power, and need for affiliation.- Discussion: How these needs influence behaviour and performance at work.e. Types of Motivation<ul style="list-style-type: none">- Intrinsic- Extrinsic- The impact of each type on employee performance and satisfaction.



	<p>3. Exercise (5 minutes) – Ask students to</p> <ul style="list-style-type: none">- Quick Quiz on Motivation Theories <p>Use Nearpod to collect the answers.</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading</p> <ul style="list-style-type: none">- https://www.psychologytoday.com/us/basics/motivation <p>3. Homework</p> <ul style="list-style-type: none">- Divide students into small groups. Each group receives a case study describing a work scenario with different motivational challenges.- Ask them to identify which motivational theory (Maslow, Herzberg, McClelland) best explains the situation and suggest strategies for improvement based on that theory. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.6	Course Name: Principles of Management Topic: Communication	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Describe the meaning and importance of communication in administration b. Identify the main elements and essentials of communication
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. How do you usually communicate with others in different situations (e.g., at work, with friends, in social media)? What is the role of Communication in an Organisation?Introduce the concept of communication and its importance.Development (30 minutes)<ol style="list-style-type: none">Concept of Communication<ul style="list-style-type: none">DefinitionImportanceElements and tools of communication<ul style="list-style-type: none">Elements like sender, encoder, receiver, decoder, etc.tools like verbal and non-verbal communication.Process of Communication<ul style="list-style-type: none">Explain in detail the process of communication.Barriers to Effective Communication<ul style="list-style-type: none">Discuss the different types of barriers to communication.Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">Perform two-Way Communication Role Play
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">https://www.britannica.com/topic/communication <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">Reflective Questions (What, Why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.7	Course Name: Principles of Management Topic: Team and Teamwork	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand what constitutes a team and distinguish between teams and groups. b. Formulate strategies for improving team performance and resolving conflicts.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What is the difference between a team and a group? What do you think makes a team effective?Introduce the concept of teams and why they are important in organizational settings.Introduction to key concepts such as team roles, team dynamics, and stages of team development.Development (30 minutes)<ol style="list-style-type: none">Distinguish between Teams vs. Groups<ul style="list-style-type: none">Differentiate using examplesCharacteristics of Effective Teams<ul style="list-style-type: none">Clearly explain the features of teamTeam Roles and Dynamics<ul style="list-style-type: none">Different roles within a team (e.g., leader, facilitator, recorder, etc.)Stages of team development (Forming, Storming, Norming, Performing, Adjourning)Team dynamics and how they affect performanceStrategies for Improving Team Performance<ul style="list-style-type: none">Building trust and fostering open communicationSetting clear goals and expectationsRegular feedback and conflict resolution techniques.Exercise (5 minutes) –<ul style="list-style-type: none">Team Role Identification
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">https://hbr.org/2007/11/eight-ways-to-build-collaborative-teamsHomework<ul style="list-style-type: none">Write a brief reflection (200-300 words) on a team experience you have had. Discuss the roles you played, the dynamics you



	<p>observed, and how the team managed (or failed to manage) conflicts. Relate your experience to the concepts discussed in class.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.1	Course Name: Principles of Management Topic: Direction: significance and main elements	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the significance of direction in management. b. Analyse how effective direction contributes to organizational success.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you think is the role of direction in a management process? How do you believe direction affects team performance and overall organizational efficiency? Can you give examples of situations where effective direction might be crucial?- Introduce the concept of direction as a critical management process.- Explore its significance, main elements, and how they contribute to organizational success.2. Development (30 minutes)<ol style="list-style-type: none">a. Significance of Direction:<ul style="list-style-type: none">- Guiding and Leading: Direction involves guiding employees toward achieving organizational goals. It helps in providing clarity and focus.- Motivation: Effective direction motivates employees by providing clear instructions and feedback.- Coordination: Ensures that all team members are aligned and working towards the same objectives.b. Main Elements of Direction:<ul style="list-style-type: none">- Leadership: The role of leadership in direction, including styles and effectiveness.- Communication: Importance of clear, concise, and effective communication in guiding employees.- Supervision: The role of supervision in ensuring tasks are performed correctly and efficiently.- Use real-life examples and case studies such as Elon Musk's Strategic Vision, Satya Nadella's Leadership Transition to illustrate how effective direction leads to success.3. Exercise (5 minutes) – Direction Scenarios<ul style="list-style-type: none">- Divide the class into small groups.- Provide each group with a scenario involving a management



	<p>challenge where direction is crucial (e.g., a project deadline approaching, a new team member joining, etc.).</p> <ul style="list-style-type: none">- Ask each group to discuss how they would apply the elements of direction to address the challenge and present their strategies in brief.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.managementstudyguide.com/directing_function.htm3. Homework<ul style="list-style-type: none">- Choose a company or organization such as Apple, Tesla, Google, or any other company of your choice. Describe a specific project or initiative undertaken by the organization where direction played a crucial role (e.g., the launch of a new product, a major organizational change, or an innovative project). <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.2	Course Name: Principles of Management Topic: Coordination-its importance and techniques	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. understand the concept of coordination and its role in organizational effectiveness. b. evaluate the importance of coordination in achieving organizational goals.
Teaching Aids (if any)	a. PPT
Teaching Development	<ul style="list-style-type: none">- Introduction (5 minutes)- Ask questions. What do you understand by the term "coordination" in an organizational context? Why do you think coordination is crucial for an organization?- Introduce the concept of Coordination and its need.- Development (30 minutes)- Definition and Importance of Coordination:<ul style="list-style-type: none">- Definition- Significance- Need- Techniques for Effective Coordination:<ul style="list-style-type: none">- Vertical Coordination- Horizontal Coordination- Network Coordination- Challenges in Coordination:<ul style="list-style-type: none">- Overcoming communication barriers.- Managing conflicts between different teams or departments.- Ensuring that all team members are aligned with the organizational goals.- Exercise (5 minutes) – Scenario-Based Discussion- Divide the class into small groups and provide each group with a scenario where coordination is crucial (e.g., a product launch involving multiple departments).- Ask each group to discuss and list the coordination techniques they would use to ensure a successful launch.- After 5 minutes, each group will briefly share their techniques with the class.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://ebooks.inflibnet.ac.in/mgmt05/chapter/coordination/



	<p>3. Homework</p> <ul style="list-style-type: none">- Create a flowchart showing how coordination is managed in a project scenario (e.g., organizing a company event). <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.3	Course Name: Principles of Management Topic: Controlling: concept, planning- control relationship	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of controlling in management. b. Apply the concept of controlling in practical scenarios.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What is the role of control in management? How does controlling ensure the achievement of organizational goals? Can you give examples of situations where controlling is crucial?- Introduce the concept and importance of controlling in the management process.- The relationship between planning and controlling and how they are interlinked.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept of Controlling:<ul style="list-style-type: none">- Definition: Controlling is the process of monitoring performance, comparing it with goals, and taking corrective actions as needed.- Purpose: Ensure that organizational goals are achieved efficiently and effectively.b. Planning-Control Relationship:<ul style="list-style-type: none">- Definition: Planning sets the goals and objectives while controlling ensures these goals are met through proper monitoring and adjustments.- The dynamic process: Planning and controlling are interrelated processes; effective planning requires continuous control to ensure objectives are being met.c. Types of Control Techniques:<ul style="list-style-type: none">- Feedforward Control- Concurrent Control- Feedback Controld. Control Process:<ul style="list-style-type: none">- brief overview of the process.3. Exercise (5 minutes) – Control Techniques Match-Up<ul style="list-style-type: none">- Provide students with a list of different control techniques (feedforward, concurrent, and feedback) and a separate list of scenarios where these techniques could be applied (e.g., a project team needing real-time updates, a company reviewing financial results after a quarter, etc.).



	<ul style="list-style-type: none">- Students will match each control technique with the most appropriate scenario.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.taxmann.com/post/blog/controlling-a-function-of-management#:~:text=Controlling%20is%20a%20primary%20goal,not%20then%20taking%20corrective%20action.- https://www.researchgate.net/publication/346552860_Control_controlling_and_its_objectives_in_the_organization3. Homework<ul style="list-style-type: none">- Choose an industry (e.g., technology, manufacturing, retail) and find a recent case where a company faced challenges related to controlling (e.g., supply chain disruptions, production inefficiencies, financial discrepancies).- Write a 300-word analysis on how the company could apply different control techniques (feedforward, concurrent, feedback) to address these challenges and improve performance. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 4.4	Course Name: Principles of Management Topic: Process, Types of Control	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. understand the concept of control and its importance in management. b. Apply control techniques to an organizational scenario.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What do you understand by the term "control" in a managerial context? How do you think control impacts the performance and efficiency of an organization? Can you give an example of a situation where control mechanisms might be necessary?Introduce the concept of "control" and its role in the management process.Introduce the concept of control as a process that ensures organizational goals are met and performance standards are achieved. <ol style="list-style-type: none">Development (30 minutes)<ol style="list-style-type: none">Concept of Control:<ul style="list-style-type: none">Definition and ImportanceControl Process (Setting Standards, Measuring Performance, Comparing Performance, Taking Corrective Actions)The Control Process<ul style="list-style-type: none">Setting Standards: Definition, Types of Standards, Examples.Measuring Performance: Definition, Methods, Examples.Comparing Performance: Definition, Comparison Process, Examples.Taking Corrective Actions: Definition, Types of Corrective Actions, Examples.Types of Control<ul style="list-style-type: none">Feedforward Control: Description, ExamplesConcurrent Control: Description, ExamplesFeedback Control: Description, ExamplesExercise (5 minutes) – Ask students to<ul style="list-style-type: none">Differentiate between different types of control.
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">https://www.investopedia.com/terms/c/control.asp#:~:text=Control%20refers%20to%20having%20sufficient,a%20takeover%20or%20proxy%20contest.Homework



	<p>- Choose one control technique and provide a detailed example of how it can be applied in a specific organizational setting. Include the type of control and the expected outcomes.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 5.1	Course Name: Principles of Management Topic: Knowledge Management	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept and importance of Knowledge Management. b. Explore methods and tools used for managing and sharing knowledge.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you mean by 'knowledge' in the context of organization? What types of knowledge do you think are critical for organizations? How does an organization ensure that valuable knowledge is not lost?- Introduce the concept and scope of Knowledge Management.- The role of KM in organizational success.- Different types of knowledge: tacit and explicit.2. Development (30 minutes)<ol style="list-style-type: none">a. Knowledge Management<ul style="list-style-type: none">- Differentiate between data and knowledge.- Definition of Knowledge Management- Scope of Knowledge Management- Importance of Knowledge Management in organizational context.b. Knowledge Management Frameworks:<ul style="list-style-type: none">- SECI Model (Socialization, Externalization, Combination, Internalization).c. Elements of Knowledge Management:<ul style="list-style-type: none">- 3 basic elements: creation, sharing and utilization.d. Characteristics of Knowledge Management<ul style="list-style-type: none">- Explicit Knowledge: Easily documented and shared.- Tacit Knowledge: Personal, experiential, and often difficult to formalize.- Dynamic Nature: KM systems must adapt to changing organizational needs and knowledge.e. Benefits of Knowledge Management<ul style="list-style-type: none">- Improved Decision Making: Access to accurate and relevant information.- Enhanced Efficiency: Streamlined processes and reduced duplication of effort.- Increased Innovation: Better sharing of ideas and best practices.- Competitive Advantage: Leveraging knowledge for strategic benefits.f. Challenges of Knowledge Managementg. Making KM Effective



	<p>3. Exercise (5 minutes) – Knowledge Mapping Exercise</p> <ul style="list-style-type: none">- Divide students into small groups.- Provide each group with a hypothetical company scenario and ask them to map out the key types of knowledge (tacit and explicit) and suggest methods for managing each type.
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading</p> <ul style="list-style-type: none">- https://www.researchgate.net/publication/340165842_The_SECI_Model_in_Knowledge_Management_Practices <p>3. Homework</p> <ul style="list-style-type: none">- Write a report on a company of your choosing and analyse their approach to knowledge management. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 5.3	Course Name: Principles of Management Topic: Business process re-engineering	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept and objectives of Business Process Re-engineering (BPR). b. Discuss the advantages and challenges of implementing BPR.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you mean by the term "process" in a business context? Have you encountered any examples where a company completely changed how it operates?- Introduce the concept of business processes and the importance of efficiency and innovation.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept<ul style="list-style-type: none">- Definition of BPR- What entails BPRb. Objectives<ul style="list-style-type: none">- Enhance customer service.- Reduce operational costs.- Improve overall quality and productivity.c. Phases of BPR<ul style="list-style-type: none">- Detailed explanation of each phase with examples- Identify Processes- Analyse Current Processes- Design New Processes- Implement Changes- Evaluate and Monitord. Advantages<ul style="list-style-type: none">- Significant cost savings.- Improved customer satisfaction.- Faster response times and increased flexibility.e. Challenges<ul style="list-style-type: none">- Resistance to change from employees.- High initial costs.- Risk of disruption during implementation.3. Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">- Individually, think of a service you frequently use (e.g., online shopping, food delivery). Identify one process in that service that could be improved through BPR. Write down a brief



	description of the process and suggest one change that could enhance efficiency or customer satisfaction.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://radixweb.com/blog/guide-to-business-process-reengineering3. Homework<ul style="list-style-type: none">- Choose any company of your choice which has successfully implemented BPR. Discuss the changes made and outcomes achieved. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 5.4	Course Name: Principles of Management Topic: New People Management	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of new people management. b. Learn five winning people management skills.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you think makes a great manager? How can effective people management impact an organization?- Introduce the evolution of people management from traditional methods to modern practices focusing on collaboration and empowerment.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept<ul style="list-style-type: none">- Define new people management: Focus on adaptability, collaboration, and employee empowerment.b. Objectives<ul style="list-style-type: none">- Enhance employee engagement and satisfaction.- Foster innovation and creativity.- Improve communication and teamwork.c. Principles<ul style="list-style-type: none">- Trust and transparency.- Continuous feedback and development.- Recognition and rewards.d. Why is Effective People Management Important?<ul style="list-style-type: none">- Drives organizational success and growth.- Builds a positive workplace culture.- Increases employee retention and productivity.e. 5 Winning People Management Skills<ul style="list-style-type: none">- Communication: Open, honest, and transparent dialogue.- Empathy: Understanding and addressing employee needs.- Adaptability: Flexibility in managing diverse teams.- Conflict Resolution: Effectively managing and resolving disputes.- Motivation: Inspiring and encouraging employees to perform their best.3. Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">- Discuss a scenario where effective people management led to a positive outcome in a real or imagined organization. Share one key takeaway with the class.



Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.youtube.com/watch?v=kQ2ox4ZOHnI3. Homework<ul style="list-style-type: none">- Choose a company of your own choice that exemplifies excellent people management practices. Include specific strategies they use and the impact on their success. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 5.5	Course Name: Principles of Management Topic: Management by Productivity	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of new people management. b. Learn key people management skills.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you think productivity means in a business context? How do you think managers can influence productivity?- Introduce the concept of productivity and its role in achieving organizational goals.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept<ul style="list-style-type: none">- Explain "Management by Productivity" as focusing on optimizing resources to achieve efficient outputs.b. Objectives<ul style="list-style-type: none">- Improve efficiency and effectiveness.- Maximize resource utilization.- Enhance competitive advantage.c. Principles<ul style="list-style-type: none">- Continuous improvement.- Employee empowerment.- Clear goal setting and performance measurement.d. Why is Effective People Management Important?<ul style="list-style-type: none">- Drives productivity and innovation.- Fosters a positive work environment.- Reduces turnover and enhances job satisfaction.e. 5 Winning People Management Skills<ul style="list-style-type: none">- Communication- Leadership- Emotional Intelligence- Conflict Resolution- Motivation3. Exercise (5 minutes) – Ask students<ul style="list-style-type: none">- How would you apply one people management skill to improve productivity in a team?"
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading



	<ul style="list-style-type: none">- https://en-gb.workplace.com/blog/productivity-management#:~:text=Productivity%20management%20is%20a%20set,and%20teams%20increase%20their%20productivity. <p>3. Homework</p> <ul style="list-style-type: none">- Write a report on how a manager can improve productivity in a team through people management skills. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 5.6	Course Name: Principles of Management Topic: Corporate Governance	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept and importance of corporate governance. b. Recognize the benefits of effective corporate governance.
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">1. Introduction (5 minutes)<ul style="list-style-type: none">- Ask questions. What do you know about corporate governance? Why is corporate governance important for companies?- Introduce the concept of corporate governance and its relevance in today's business world.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept<ul style="list-style-type: none">- Definition of corporate governance.- Role in maintaining transparency, accountability, and integrity in organizations.b. Principles<ul style="list-style-type: none">- Accountability- Transparency- Fairness- Responsibilityc. Elements<ul style="list-style-type: none">- Board of Directors- Stakeholder Engagement- Ethical Standardsd. Structure<ul style="list-style-type: none">- Composition of the Board- Committees (Audit, Remuneration)e. 4Ps of Corporate Governance<ul style="list-style-type: none">- People- Purpose- Process- Performancef. Benefits<ul style="list-style-type: none">- Enhances corporate reputation- Reduces risk of scandals and fraud- Attracts investors3. Exercise (5 minutes) – Ask students



	<ul style="list-style-type: none">- About a recent corporate scandal. Identify which governance principles were violated and propose improvements.
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading<ul style="list-style-type: none">- https://www.oecd.org/en/topics/policy-issues/corporate-governance.html3. Homework<ul style="list-style-type: none">- Make a report on any corporate governance related scandal. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 5.7	Course Name: Principles of Management Topic: Theory of Constraints	Course No.: BFSMJ-101
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Objectives	At the end of the lesson the student shall be able to: a. Understand the basic concepts of the Theory of Constraints (TOC) b. Learn the Thinking Processes and Throughput Accounting
Teaching Aids (if any)	a. PPT
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What is a constraint in a business process? Can you think of any examples of bottlenecks in your daily life?Introduce the concept of constraints.Discuss how constraints limit the performance of any system and the importance of identifying and managing them.Development (30 minutes)<ol style="list-style-type: none">Concept<ul style="list-style-type: none">Explain the Theory of Constraints as a management philosophy focused on identifying and managing bottlenecks.Types of Constraints<ul style="list-style-type: none">Physical, Policy, Market, ResourcePowerful Set of Tools for Achieving Goals<ul style="list-style-type: none">explain The Five Focusing Steps: Identify the constraint; Exploit the constraint; Subordinate everything else to the above decision; Elevate the constraint; Repeat the process.The Thinking Processes: Tools to analyze and resolve problems, including the Current Reality Tree and the Future Reality Tree.Throughput Accounting: A method of accounting that focuses on the rate at which the system generates money through sales.Advantages of TOC<ul style="list-style-type: none">Increases productivity and efficiencyImproves decision-makingImplications for Management<ul style="list-style-type: none">Strategic decision-makingPrioritization of resourcesExercise (5 minutes) – Ask students to<ul style="list-style-type: none">In pairs, identify a constraint in a fictional company scenario and discuss potential solutions using the Five Focusing Steps.
Closure	<ol style="list-style-type: none">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading



	<ul style="list-style-type: none">- https://www.leanproduction.com/theory-of-constraints/ <p>3. Homework</p> <ul style="list-style-type: none">- In a company of your choosing explain how TOC can be applied to improve a specific business process. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, why, Who?). Allow students to answer and discuss.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>