



Lesson Plan No. 1.0	Course Name: Principles of Management Topic: Introduction to the course	Course No.: OEC-701(C)
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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">1. 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.2. Development (30 minutes)<ol style="list-style-type: none">a. 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.b. 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.c. 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">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. 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">1. Reflective Questions: Differentiate between management and administration.2. 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: Concept, Management: Art and Science, Management as a Profession	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the fundamental concepts of management. b. Analyze the dual nature of management as an art and a science. c. Evaluate management as a profession and its implications.
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 your understanding of management? Can management be classified as art, science, or both?- Briefly introduce the concept of management. Explain with the help of example.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept of Management:<ul style="list-style-type: none">- Define management and its significance in organizations.- Discuss the main functions of management: planning, organizing, leading, and controlling.- Explain the importance of achieving organizational goals efficiently and effectively.b. Management: Art and Science<ul style="list-style-type: none">- Management as an Art<ul style="list-style-type: none">- Emphasize the creative and intuitive aspects of management- Discuss how management requires personalized skills, vision, and leadership.- Provide examples of successful managers who exhibit these artistic qualities.- Management as a Science<ul style="list-style-type: none">- Highlight the systematic and evidence-based aspects of management.- Discuss the role of theories, models, and data analysis in making managerial decisions.- Provide examples of management techniques that are scientific in nature such as Time and Motion Studies, Statistical Quality Control (SQC), etc.c. Management as a Profession<ul style="list-style-type: none">- Define the characteristics of a profession: specialized knowledge, formal education and training, ethical standards, and social responsibility.- Analyze how management meets these criteria.- Discuss the role of professional bodies and certifications (e.g., MBA, PMP).



	<ul style="list-style-type: none">- Highlight the ethical responsibilities of managers and the impact of management on society.d. 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 management theories/concepts with their proponents.- Examples: Scientific Management - Frederick Taylor, Human Relations Approach - Elton Mayo.- Discuss the answers and provide feedback.
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">- Analyze how one aspect of management (as art, science, or profession) is evident in a contemporary organization. <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">- Can you think of a real-world example where effective management has led to significant organizational success?- What are the ethical responsibilities of managers in today's world?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: Management Vs. Administration, Management process	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the differences between management and administration. b. Explain the various processes involved 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 do you think is the difference between management and administration? Can you provide examples of roles that fall under management and administration?- Introduce the topic and explain the significance of understanding both concepts in a business context.2. Development (30 minutes)<ol style="list-style-type: none">a. Management Vs. Administration:<ul style="list-style-type: none">- Explain the definition, nature and scope of administration with examples.- Explain key differences: Focus on implementation vs. formulation, scope of activities, and levels of involvement in the organizational hierarchy.b. Managerial Roles and Functions:<ul style="list-style-type: none">- Explain the managerial roles such as Planning, organizing, staffing, leading, and controlling.- Explain the administrative Roles such as Setting objectives, policies, and major decisions at a higher level.- Comparison with real-world examples such as roles in a corporate setting vs. roles in a government agency.c. Management Process:<ul style="list-style-type: none">- Explain the concept of Planning in management along with its importance- Introduce briefly the different types of Plans such as Strategic, tactical, operational.d. Organizing:<ul style="list-style-type: none">- Explain the concept of Organizing in management along with its importance- Explain by creating an organizational structure, defining roles and responsibilities, and ensuring effective communication and coordination.- Discuss the importance of authority, responsibility, and delegation in the organizing process.



	<p>e. Staffing:</p> <ul style="list-style-type: none"> - Explain the concept of Staffing in management along with its importance. - Highlight the importance of having the right people in the right positions to ensure organizational success. <p>f. Leading:</p> <ul style="list-style-type: none"> - Introduce the concept of leading and motivating. - Differentiate between intrinsic and extrinsic motivation. - Discuss different leadership styles (e.g., autocratic, democratic, laissez-faire) and their impact on organizational performance. - Introduce motivation theories and techniques, such as Maslow's Hierarchy of Needs and Herzberg's Two-Factor Theory. <p>g. Controlling:</p> <ul style="list-style-type: none"> - Explain the process of Controlling and the need of control in a process. - Explain the control process steps: setting performance standards, measuring actual performance, comparing actual performance against standards, and taking corrective action. - Discuss different types of control: pre-control (before activities), concurrent control (during activities), and post-control (after activities). <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none"> - Summarize the difference between Management and Administration
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.linkedin.com/pulse/what-management-process-features-functions-aivaras-zvinklys 3. Homework <ul style="list-style-type: none"> - Assign students to analyze how the roles of management and administration are executed in a chosen project from civil engineering sector. Ask them to provide specific examples of managerial and administrative activities. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none"> 1. Reflective Questions: <p>How do managerial roles differ from administrative roles in terms of decision-making and scope of responsibilities? Compare and contrast the roles of a CEO in a corporate setting with the role of a government administrator?</p> 2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Model Institute of Engineering
& Technology (Autonomous)
Lesson Plan

Kot Bhalwal, Jammu



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



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Lesson Plan No. 1.3	Course Name: Principles of Management Topic: Managerial roles & skills, Levels of management, Ethical and best practices in management	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the different managerial roles and skills. b. Evaluate ethical and best practices 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 do you think are the main roles of a manager in an organization?- Introduce the various roles of a manager.- Explain the changing role of a manager in the changing environment.2. Development (30 minutes)<ol style="list-style-type: none">a. Managerial Roles:<ul style="list-style-type: none">- Explain the various roles of a manager as given by Henry Fayol- Explain the meaning of Interpersonal Roles: Figurehead, Leader, Liaison.- Informational Roles: Monitor, Disseminator, Spokesperson.- Decisional Roles: Entrepreneur, Disturbance Handler, Resource Allocator, Negotiator.b. Managerial Skills:<ul style="list-style-type: none">- Technical Skills: Knowledge and proficiency in a specific field.- Human Skills: Ability to work with, understand, and motivate other people.- Conceptual Skills: Ability to think and conceptualize about abstract and complex situations.c. Levels of Management<ul style="list-style-type: none">- Explain the 3 levels of management using diagram.- Explain the roles and responsibilities of Top-level management by giving examples of CEO, President, Board of Directors.- Explain the roles and responsibilities of middle-level management by giving examples of Department Heads, Division Managers- Explain the roles and responsibilities of first-level management by giving examples of Supervisors, Team Leaders.- Explain using examples of different organizations such as X.com, Amazon, etc.



	<p>d. Ethical and Best Practices in Management</p> <ul style="list-style-type: none">- Explain the various ethical practices such as Integrity and honesty in management, Fair treatment of employees and stakeholders, Transparency in operations and decision-making.- Explain the various best practices followed by organization such as Johnson & Johnson, Tata, etc.- Implementing corporate social responsibility (CSR).- Encouraging diversity and inclusion in the workplace.- Continuous improvement and innovation. <p>3. Exercise (5 minutes) –</p> <p>Ask the students to</p> <ul style="list-style-type: none">- Think-Pair-Share: identify a manager you admire and describe the roles and skills that make them effective.
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://sprigghr.com/blog/hr-professionals/3-different-levels-of-management/- https://www.indeed.com/career-advice/career-development/what-is-ethical-management3. Homework<ul style="list-style-type: none">- Examine the practices of modern organizations like Johnson & Johnson, among others, that have adhered to ethical standards in their interactions with customers. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions:<p>Can you identify any real-world examples of managers demonstrating the different roles we discussed?</p><p>Why is it important for managers to be ethical and follow best practices? What are the potential consequences of unethical behavior?</p>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: Taylor and Scientific Management	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the key principles of Taylor's Scientific Management. b. Analyze the impact of Taylor's principles on modern management practices. c. Evaluate the relevance of Scientific Management in contemporary organizational settings.
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 division of labor? Why do you think division of labor is important?- Introduce Frederick Winslow Taylor- Brief background on his work and the era in which he developed his theories.2. Development (30 minutes)<ol style="list-style-type: none">a. Pre- Classical Theories:<ul style="list-style-type: none">- Explain pre-classical era theories-b. Classical Theories:<ul style="list-style-type: none">- Introduce F.W. Taylor, Henry Fayol, Max Weber.- Discuss the historical context and the problems Taylor aimed to address in the industrial age.c. Scientific Management<ul style="list-style-type: none">- Explain Taylor's objective to improve economic efficiency, especially labor productivity.- Explain the key principles of Scientific Management:<ul style="list-style-type: none">- Replacing rule of thumb with science- Harmony in group action- Cooperation- Development of Workersd. Explain the different tools of Scientific management<ul style="list-style-type: none">- Separation of Planning and Doing- Functional Foremanship- Standardisation- Scientific selection and training of workers- Financial Incentivese. Mental revolution<ul style="list-style-type: none">- Explain the concept emphasizing the shift of mindset towards a cooperative approach.- Explain the key aspects of Mental Revolution such as Harmony, not Discord, Cooperation, not Individualism, Mutual



	<p>Benefits, etc.</p> <p>f. Application and Examples:</p> <ul style="list-style-type: none">- Provide examples of how Taylor's principles were applied in various industries (e.g., assembly line production in automotive manufacturing).- Discuss contemporary examples where elements of Scientific Management are still evident (e.g., fast food chains, manufacturing processes). <p>3. Exercise (5 minutes) –</p> <p>Ask the students to</p> <ul style="list-style-type: none">- Think-Pair-Share : Critique Scientific Management.
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.mindtools.com/anx8725/frederick-taylor-and-scientific-management <p>3. Homework</p> <ul style="list-style-type: none">- Provide specific examples from contemporary organizations that illustrate the continued relevance or adaptation of the 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. 1.5	Course Name: Principles of Management Topic: Fayol's Administrative Management	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Explain the 14 principles of Fayol's Administrative Management Theory. b. Apply Fayol's principles to real-world business scenarios.
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 some key challenges businesses face? What are the roles of different levels of management? What does efficient and effective management look like?Introduce the Administrative Management as the process of planning, for business success.Development (30 minutes)<ol style="list-style-type: none">Fayol's 14 Principles:<ul style="list-style-type: none">Introduce Henri Fayol and his contributions to management theory.List and explain each of Fayol's 14 principles such as Division of work, Authority and Responsibility, Unity of Command, Subordination of Individual Interest, Remuneration, etc.Provide real-world business examples of how each principle can be applied (e.g., Unity of Command - a project manager leading a team).Discuss Pros and Cons of Fayol's Principles<ul style="list-style-type: none">Facilitate a class discussion on the following points for each principle:<ul style="list-style-type: none">Relevance in contemporary organizationsPotential challenges in implementationOpportunities for adaptationExamples of successful application such as Toyota Production System for division of labor, military hierarchy for unity of command, Southwest Airlines' culture for esprit de corpsCritique of Fayol's Principles:<ul style="list-style-type: none">Discuss the limitations of Fayol's principles in the context of contemporary organizations.Address criticisms such as the mechanistic nature of Fayol's approach, its emphasis on hierarchy, and its limited applicability to service industries.Exercise (5 minutes) – Ask the students to



	<ul style="list-style-type: none">- Divide in groups and analyse the strengths and weaknesses of their assigned principles.
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.jaroeducation.com/blog/14-principles-of-management-by-henri-fayol/ <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: Which principles do you find most important or challenging to implement in today's business environment? What are the limitations of Fayol's approach in today's business world?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: Bureaucracy theory on management	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Articulate the concept of bureaucracy in management. b. Articulate the concept of bureaucracy in management.
Teaching Aids (if any)	a. PPT b. Video
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What comes to mind when you hear the word ‘bureaucracy’? Discuss common perceptions of bureaucracy and relate it to personal experiences, such as government offices or school administration.Introduce Max Weber and his role in developing the bureaucracy theory of management.Define bureaucracy and its importance in organizational managementDevelopment (30 minutes)<ol style="list-style-type: none">Principles of Bureaucracy:<ul style="list-style-type: none">Introduce the six core principles of bureaucracy as outlined by Max Weber:<ul style="list-style-type: none">Division of LaborHierarchical StructureFormal Rules and RegulationsImpersonalityEmployment Based on Technical QualificationsCareer OrientationShow a 5-minute video explaining these principles with real-life examples of bureaucratic organizations: https://www.youtube.com/watch?v=mkdnWQMCwiwApplication in Modern Organizations:<ul style="list-style-type: none">Discuss how these principles are applied in today’s organizations.Provide examples of companies or institutions where bureaucratic management is prevalent such as IBM, Siemens, etc.Highlight the benefits of bureaucracy, such as efficiency, predictability, and stability.Contrast with potential drawbacks, including rigidity, resistance to change, and the “red tape” phenomenon.Critical Analysis:<ul style="list-style-type: none">Encourage students to think critically about where



	<p>bureaucracy may be beneficial and where it might hinder innovation.</p> <ul style="list-style-type: none">- Discuss the balance between bureaucracy and flexibility in modern management practices. <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none">- Think-Pair-Share: Analyze personal experiences with bureaucracy, discuss findings in pairs, and share insights 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://courses.lumenlearning.com/wmopen-principlesofmanagement/chapter/reading-bureaucratic-management/ <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: Do you think a hierarchical structure always fosters better communication within an organization? Can you provide an example where a bureaucratic structure had clear advantages but also posed challenges?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: Hawthorne Experiments and Human Relations	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Explain the significance of the Human Relations movement in management. b. Analyze the impact of social factors on productivity and worker behavior.
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 do you think motivates employees to work harder? How do you think relationships at work impact productivity?- Introduce the various experiments conducted at the Western Electric Hawthorne Works.- Highlight the shift from a purely scientific approach to a more human-centered approach in management.2. Development (30 minutes)<ol style="list-style-type: none">a. Shift from Scientific Management:<ul style="list-style-type: none">- Contrast the focus of early management theories, like Taylor's Scientific Management, which emphasized efficiency, time studies, and economic incentives as the primary motivators.- Highlight how these approaches largely ignored the human element, treating workers as mechanical parts of the production process.b. The Hawthorne Experiments:<ul style="list-style-type: none">- Critique the Classical era theories which are the basis of Hawthorne experiment.- Describe the reasons behind conducting the series of studies.- Explain the different phases of the experiments: Illumination Studies, Relay Assembly Test Room, and the Bank Wiring Observation Room.c. Illumination Studies:<ul style="list-style-type: none">- Discuss the setup of the experiment.- Discuss how it was initially aimed to study the effect of lighting on worker productivity, but results were inconclusive as productivity increased regardless of lighting conditions. This led researchers to consider non-physical factors.d. Relay Assembly Test Room:<ul style="list-style-type: none">- Explain the key observations and findings of the experiment.e. Bank Wiring Observation Room:<ul style="list-style-type: none">- Discuss how this study focused on a group of male workers and observed their social interactions.



	<ul style="list-style-type: none">- Discuss the Key Findings of the experiment.- Discuss the concept of the "Hawthorne Effect" — changes in behavior due to the awareness of being observed.- Highlight the discovery that social factors, such as group dynamics and employee morale, significantly influence productivity. <p>f. Discuss the Psychological and Social Influences of the experiment:</p> <ul style="list-style-type: none">- Discuss the concept of the "Hawthorne Effect" — changes in behavior due to the awareness of being observed.- Social Relationships- show how group norms can override individual incentives.- Highlight the discovery that social factors, such as group dynamics and employee morale, significantly influence productivity.- Show a 5-minute video to explain various experiments: https://www.youtube.com/watch?v=fei2WVqEyKM <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none">- Summarize: Ask students to summarize the key takeaways from the Hawthorne experiment.
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.library.hbs.edu/hc/hawthorne/01.html#one <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. 1.8	Course Name: Principles of Management Topic: Hawthorne Experiments and Human Relations	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the significance of the Hawthorne Experiments in shaping modern management thought.
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. To summarize the various findings of the Hawthorne discussed in the last class.- Explain how Psychological and Social factors impact employees' efficiency.2. Development (30 minutes)<ol style="list-style-type: none">a. Significance of Hawthorne Experiment:<ul style="list-style-type: none">- Emphasize how the experiments challenged the traditional view of workers as purely economic beings.- Show how the studies demonstrated the importance of considering psychological and social aspects in managing workers.b. Human Relations Movement:<ul style="list-style-type: none">- Define the Human Relations movement and its origins in the Hawthorne Studies.- Discuss the shift in management focus from task efficiency to employee well-being and motivation.c. Key Contributors:<ul style="list-style-type: none">- Introduce key figures such as Elton Mayo and Mary Parker Follett.- Explain their contributions to the development of Human Relations Theory.d. Impact on Management:<ul style="list-style-type: none">- Discuss how the Human Relations movement influenced modern management practices.- Employee Engagement- Show how these findings have led to modern practices where managers actively foster a positive work environment, encourage teamwork, and focus on employee well-being.- Motivation Beyond Money- Discuss how businesses today understand that psychological factors like recognition, a sense of belonging, and job satisfaction are crucial for motivating employees.- Provide examples of how organizations today focus on employee engagement, team-building, and organizational culture.- Use real-world examples such as various team building exercise, flexible work arrangement, etc.



	<p>e. Criticisms and Limitations:</p> <ul style="list-style-type: none">- Over-emphasis on Social Aspects:- Lack of Consideration for Power Dynamics- Idealistic and Impractical <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none">- Do you think the Hawthorne Effect is still relevant in today's digital workplaces? (Think-Pair-Share)
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.linkedin.com/pulse/exploring-human-relations-movement-management-theory-kim-hill-jm57f- https://ia601308.us.archive.org/1/items/socialproblemsof00mayo/socialproblemsof00mayo.pdf <p>3. Homework</p> <ul style="list-style-type: none">- Analyze Twitter's recent challenges related to employee morale, workplace culture, or leadership changes. Apply human relations theories to assess the situation, propose strategies to improve employee satisfaction and retention, and justify your recommendations. <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. 1.9	Course Name: Principles of Management Topic: Social System Approach	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of the Social System Approach in management. b. Analyze how organizations function as social systems.
Teaching Aids (if any)	a. PPT b. Nearpod
Teaching Development	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What do you think of when you hear the term "social system"? How do you think a workplace functions as a social system? Why do you think relationships and group dynamics matter in a workplace?Introduce the concept of Social Systems.Discuss how organizations are viewed as social systems comprising individuals, groups, and their interactions.Development (30 minutes)<ol style="list-style-type: none">Understanding Social Systems<ul style="list-style-type: none">Define the Social System Approach and its relevance in management. Highlight the idea that organizations are not just technical structures but also social entities.Components of a Social System:<ul style="list-style-type: none">Explain elements like roles, norms, power, and status within an organization.illustrate the interconnections between individuals, groups, and the organizational environment.Role of Interpersonal Relationships<ul style="list-style-type: none">Discuss how interpersonal relationships influence organizational behavior, decision-making, and conflict resolution.Explain the Importance of Relationships and Group Dynamics.Application of Social System Approach in Management<ul style="list-style-type: none">Show a 3-minute video https://www.youtube.com/watch?v=uHL-l Iz_sAImplications for Managers<ul style="list-style-type: none">Explore how understanding social systems can help managers improve organizational effectiveness.Emphasize the importance of leadership, communication, and conflict management in social systems.Exercise (5 minutes) – Ask the students to



	<ul style="list-style-type: none">- Use Nearpod poll to gauge students' understanding of how different organizational elements function as part of a social system.
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://encyclopedia.pub/entry/546733. Homework<ul style="list-style-type: none">- Create a mind map of a social system within an organization where you have done your internship, highlighting the roles, norms, values, and goals. <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. 1.10	Course Name: Principles of Management Topic: Decision Theory Approach	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of Decision Theory. b. Apply Decision Theory to analyze different business 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. How do you make decisions in your daily life? Discuss common decision-making processes among students.- Introduce the concept of Decision Theory and its relevance in business and management.2. Development (30 minutes)<ol style="list-style-type: none">a. Decision Theory<ul style="list-style-type: none">- Introduce a basic definition of Decision Theory and outline the key elements: alternatives, consequences, and preferences.- Explain the importance of understanding decision-making in management.b. Types of Decision-Making Models:<ul style="list-style-type: none">- Introduce various decision-making models such as rational model, bounded rationality, etc.c. Rational Decision-Making Model:<ul style="list-style-type: none">- Explain the steps in the Rational Decision-Making process.- Discuss its applications in business, such as in strategic planning and problem-solving.d. Bounded Rationality:<ul style="list-style-type: none">- Introduce Herbert Simon's concept of Bounded Rationality.- Explain how decision-makers often settle for "satisficing" rather than optimizing due to limited information and cognitive limitations.e. Intuitive Decision-Making:<ul style="list-style-type: none">- Explain how decisions can also be based on intuition, particularly in situations with high uncertainty or time pressure.- Provide examples from business leaders known for their intuitive decisions such as Richard Branson, Steve Jobs, etc.f. Evaluating Decision-Making Models:<ul style="list-style-type: none">- Discuss the strengths and weaknesses of each model.- Introduce the concept of "Decision-Making Under Uncertainty" and "Decision-Making Under Risk."3. Exercise (5 minutes) – Ask the students to<ul style="list-style-type: none">- Have students write a quick reflection on which decision-



	making model they believe is most effective 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://www.simplilearn.com/management-decision-making-article <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. 2.1	Course Name: Principles of Management Topic: Types of Plans	Course No.: OEC-701(C)
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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	<ol style="list-style-type: none">1. Reflective Questions: How do strategic, tactical, and operational plans differ in terms of their scope and time horizon? What is the difference between single-use plans and standing plans?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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Lesson Plan No. 2.2	Course Name: Principles of Management Topic: Steps in Planning Process	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. b.
Teaching Aids (if any)	a. PPT
Teaching Development	<p>1. Introduction (5 minutes)</p> <ul style="list-style-type: none"> - Ask questions. What goals do you set before starting a new project or task? How do you decide the steps you need to take to achieve those goals? - Introduce the concept of planning as a fundamental management function. - Explain the importance of planning process. <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> a. Planning process: <ul style="list-style-type: none"> - Give a brief overview of the planning process. b. Establishing Verifiable Goals <ul style="list-style-type: none"> - Explain that goals must be clear, specific, and measurable to ensure they can be effectively achieved and evaluated. - Discuss how setting verifiable goals helps in aligning team efforts and providing a clear direction for the organization. - Provide examples of verifiable and non-verifiable goals to illustrate the difference. c. Establishing Planning Premises <ul style="list-style-type: none"> - Internal Premises: Include organizational policies, resources, and capabilities that influence planning. - External Premises: Cover external factors like economic conditions, market trends, and competitor actions. - Tangible Premises: examples include physical resources, finances, and infrastructure. - Intangible Premises: Include brand reputation, employee morale, and organizational culture. - Controllable Premises: Factors within the organization's control, such as internal processes. - Non-Controllable Premises: External factors like government regulations and economic downturns. - Emphasize the importance of accurately identifying and analyzing these premises to build realistic plans. d. Deciding the Planning Period <ul style="list-style-type: none"> - Explain the need to align the planning period with the nature of the goals and the organization's environment. - Discuss how short-term plans focus on immediate tasks and



	<p>long-term plans address future goals.</p> <ul style="list-style-type: none"> - Provide examples of different planning periods, such as quarterly, annual, and multi-year plans. <p>e. Finding and Evaluating Alternative Courses of Action</p> <ul style="list-style-type: none"> - Emphasize the importance of exploring different ways to achieve goals and selecting the best option. - Highlight the need to explore multiple ways to achieve the set goals. - Explain the process of generating alternatives, including brainstorming, market research, and scenario analysis. - Discuss the criteria for evaluating alternatives, such as feasibility, cost-effectiveness, and alignment with organizational objectives. <p>f. Developing Derivative Plans</p> <ul style="list-style-type: none"> - Explain the decision-making process for selecting the best course of action from the alternatives. - Discuss the role of decision-making tools, such as cost-benefit analysis, SWOT analysis, and decision trees, in making informed choices. - Provide examples of how organizations choose between different strategies, such as expanding into new markets or launching new products. <p>g. Establishing and Deploying Action Plans</p> <ul style="list-style-type: none"> - Discuss how action plans are specific steps to implement the selected course of action. - Discuss the relationship between the main plan and derivative plans, emphasizing the importance of coherence and consistency. - Provide examples of derivative plans, such as budgeting, scheduling, and resource allocation. <p>h. Measuring and Controlling Progress</p> <ul style="list-style-type: none"> - Explain the importance of monitoring progress to ensure the plan stays on track. - Discuss different control mechanisms, such as key performance indicators (KPIs), regular progress reports, and milestone tracking. - Emphasize the role of feedback in making necessary adjustments to the plan and ensuring its success. <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none"> - Choose scenarios (e.g., launching a new product, expanding into a new market) and have them choose which step of the planning process is most crucial in each scenario.
<p>Closure</p>	<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/what-is-planning-importance-process-and-types



	Spend 5 minutes to wrap up and consolidate the learnings
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: How can you differentiate between verifiable and non-verifiable goals? Why is it important to set clear and measurable goals?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 2.3	Course Name: Principles of Management Topic: Strategies, level of Strategies	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of strategic planning. b. Assess the potential impact of strategic decisions on an organization's performance.
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 do you think strategy means in a business context? How do you think companies decide on their long-term goals? - Introduce the concept of strategy and its importance in achieving organizational goals. - Explain the relevance of Strategy Planning Process in setting and achieving strategic objectives. 2. Development (30 minutes) <ol style="list-style-type: none"> a. Strategy Planning Process <ul style="list-style-type: none"> - Explain the key steps in the Strategy Planning Process: - Environmental Scanning: Understanding the internal and external environment. - Strategy Formulation: Setting long-term objectives and deciding on the best course of action. - Strategy Implementation: Putting the formulated strategy into action. - Strategy Evaluation: Monitoring and evaluating the strategy's effectiveness. b. Levels of Strategy <ul style="list-style-type: none"> - Discuss the various levels of strategy. - Illustrate the levels with the help of diagram. - 5-minute video on Levels of Strategies: https://www.youtube.com/watch?v=xlx7CNIqGWo c. Corporate Level Strategy <ul style="list-style-type: none"> - Define and explain the concept of Corporate Level Strategy. - Discuss how it focuses on the overall direction of the entire organization. - Examples: Decisions on diversification, mergers and acquisitions, and entering new markets. d. Business Level Strategy <ul style="list-style-type: none"> - Define and explain Business Level Strategy. - Discuss how it focuses on competing successfully in individual markets or industries. - Examples: Cost leadership, differentiation, and focus strategies.



	<p>e. Functional Level Strategy</p> <ul style="list-style-type: none"> - Define and explain Functional Level Strategy. - Discuss how it focuses on specific functions or departments within the organization, such as marketing, operations, and finance. - Examples: Marketing strategies, operational efficiency, and financing. <p>f. Importance of Strategic Alignment</p> <ul style="list-style-type: none"> - Discuss the importance of aligning strategies at all three levels to ensure coherence and effectiveness. - Illustrate with an example how misalignment between corporate, business, and functional strategies can lead to organizational failure. <p>3. Exercise (5 minutes) –</p> <p>Ask the students to</p> <ul style="list-style-type: none"> - write a one-minute paper on what they found most interesting or challenging about the Strategy Planning Process and the different levels of strategies.
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://digitalleadership.com/blog/levels-of-strategy/ <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions:</p> <p>What is the importance of the Strategy Planning Process in achieving organizational goals?</p> <p>Can you identify potential conflicts between different organizational strategy levels?</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. 2.4	Course Name: Principles of Management Topic: Policies, and Planning	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. b.
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. - Introduce the- Explain the 2. Development (30 minutes)<ol style="list-style-type: none">a.<ul style="list-style-type: none">----b.<ul style="list-style-type: none">---c.<ul style="list-style-type: none">--d.<ul style="list-style-type: none">---e.<ul style="list-style-type: none">-- 3. Exercise (5 minutes) – Ask the students to -
Closure	<ol style="list-style-type: none">1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.2. Suggested Reading -3. Homework -



	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: Decision making: Process of Decision Making	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Articulate the concept of decision-making and differentiate it from problem-solving b. Apply the decision-making process to real-world 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 consider when making decisions? How is decision-making different from problem-solving?- Introduce the Concept of Decision Making.- Give an example of a common decision-making scenario, such as deciding which university to attend.2. Development (30 minutes)<ol style="list-style-type: none">a. Decision-making<ul style="list-style-type: none">- Explain the concept of decision-making.- Differentiate decision making from problem solving.b. Decision Making Process:<ul style="list-style-type: none">- Explain each step of the decision-making process using simple, relatable examples:c. Specific Objective:<ul style="list-style-type: none">- Explain that the first step in the decision-making process is to clearly define the specific objective.- The objective should be precise and actionable.- Example: A student wants to improve their grades in mathematics. The specific objective could be, "I want to score at least 80% in the next mathematics exam."d. Identification of Problems:<ul style="list-style-type: none">- Discuss the importance of identifying the problem or challenges that may prevent achieving the specific objective.- Encourage students to think critically about potential obstacles.- Example: The student may identify problems such as a lack of understanding of certain math concepts or insufficient study time.e. Search for Alternatives:<ul style="list-style-type: none">- Explain that once the problem is identified, the next step is to search for possible solutions or alternatives.- Emphasize the need for creativity and open-mindedness in this stage.- Example: The student could consider alternatives like



	<p>attending extra math tutoring sessions, forming a study group, or dedicating more time to practice problems.</p> <p>f. Evaluation of Alternatives: - Describe how each alternative should be evaluated based on factors such as feasibility, cost, time, and potential effectiveness. - This step involves weighing the pros and cons of each option.</p> <p>g. Choice of Alternatives: - Once the alternatives have been evaluated, the next step is to choose the best option that aligns with the specific objective.</p> <p>h. Action: - Explain that after choosing an alternative, it is crucial to take action and implement the decision.</p> <p>i. Result: - Discuss how the decision's outcome is observed and measured against the specific objective.</p> <p>j. Feedback: - Emphasize the importance of feedback in the decision-making process.</p> <p>3. Exercise (5 minutes) – Ask the students to - Present a series of scenarios where students must identify which step of the decision-making process is being described.</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading - https://online.hbs.edu/blog/post/decision-making-process</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions: Why is it important to identify problems before searching for alternatives? What factors should be considered while evaluating alternatives? How can feedback be used to improve future decision-making?</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. 2.6	Course Name: Principles of Management Topic: Techniques in Decision Making	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Differentiate between intuition, facts, experience, and considered opinions as non-quantitative techniques. b. Illustrate the use of decision trees as a quantitative technique.
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 make decisions in your daily life?Introduce the concept of decision-making techniquesExplain the common decision-making processDevelopment (30 minutes)<ol style="list-style-type: none">Non-Quantitative Techniques<ul style="list-style-type: none">Introduce non-quantitative techniques as those that rely on subjective judgment rather than numerical data.Explain that these techniques are often used when data is incomplete, ambiguous, or rapidly changing.Highlight that non-quantitative techniques are commonly employed in everyday decision-making scenarios.Show a video : https://www.youtube.com/watch?v=VFjkqmUP84wIntuition<ul style="list-style-type: none">Explain the concept of intuition as the ability to make decisions based on instinctive feelings rather than conscious reasoning.Discuss scenarios where intuition is crucial, such as in emergency situations or creative problem-solving where quick decisions are necessary.Pros and Cons: Mention that while intuition can be fast and effective, it may also be prone to biases and errors, especially when the situation is unfamiliar.Facts:<ul style="list-style-type: none">Explain that fact-based decision making involves using objective data and information to guide decisions.Stress the importance of relying on accurate and relevant facts to minimize risks and make informed choices.Pros and Cons: Discuss the reliability of factual data in providing a solid foundation for decisions but also highlight that facts alone may not capture the full context or be available in a timely manner.Experience



	<ul style="list-style-type: none"> - Define experience as the knowledge or skill gained over time through involvement in a particular activity or situation. - Explain how experience helps in making decisions by drawing on past successes and failures. - Pros and Cons: Highlight that while experience offers valuable insights, it can also lead to over-reliance on past methods, which might not be suitable for new challenges. <p>e. Considered Opinions:</p> <ul style="list-style-type: none"> - Explain that considered opinions involve seeking advice or insights from experts or knowledgeable individuals. - Discuss how organizations often rely on consultants, specialists, or advisory boards to guide strategic decisions. - Pros and Cons: Discuss that while considered opinions bring in specialized knowledge, they may also come with biases or conflicts of interest. <p>f. Quantitative Techniques</p> <ul style="list-style-type: none"> - Introduce quantitative techniques as those that involve the use of numerical data and mathematical models to support decision-making. - Explain that quantitative techniques are particularly useful in complex scenarios where data-driven insights are crucial. - Pros and Cons: Discuss the precision and objectivity of quantitative techniques, but also note that they require reliable data and may be time-consuming. <p>g. Decision Trees</p> <ul style="list-style-type: none"> - Explain that a decision tree is a graphical representation of possible outcomes based on different decisions. - Describe the basic structure of a decision tree, including nodes (representing decisions), branches (representing possible outcomes), and leaves (representing final outcomes). - Discuss how decision trees help in systematically analyzing the consequences of different choices. - Pros and Cons: Highlight that decision trees provide a clear and visual way to map out decisions, but they can become complex with multiple variables and may oversimplify certain scenarios. <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none"> - Discuss in pairs the pros and cons of using facts versus considered opinions in decision making.
<p>Closure</p>	<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.hbs.edu/blog/post/decision-making-techniques <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. 2.7	Course Name: Principles of Management Topic: Management by Objectives (MBO)	Course No.: OEC-701(C)
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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	<ol style="list-style-type: none">Introduction (5 minutes)<ul style="list-style-type: none">Ask questions. What are objectives? Why are objectives important in management? How do objectives contribute to organizational success?Development (30 minutes)<ol style="list-style-type: none">Concept of Objectives:<ul style="list-style-type: none">Definition of objectives in the context of management.Importance of clear and specific objectives.Classification of Objectives:<ul style="list-style-type: none">Strategic, tactical, operational objectives.Quantitative and qualitative objectives.Hierarchy of Objectives:<ul style="list-style-type: none">Levels of objectives: corporate, business unit, functional, individual.Relationship between different levels of objectives.Top Down and Bottom-Up Approach of Objectives:<ul style="list-style-type: none">Explanation of both approaches.Pros and cons of each approach in setting organizational objectives.Exercise (5 minutes) – Ask students to<ul style="list-style-type: none">Compare and contrast various types of Objectives.
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://bss10bft.weebly.com/uploads/1/1/2/9/11293275/final_assignment.pdfEssentials of Management by Koontz and O'Donnell, Chapter 8: Objectives and Goals.Homework<ul style="list-style-type: none">Discuss the role of Management by Objectives (MBO) in



	<p>enhancing organizational performance. Include examples of companies that have successfully implemented MBO.</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: Why is it important for objectives to be aligned with the organization's mission and vision? What are the advantages and disadvantages of the top-down approach to setting objectives? What are the advantages and disadvantages of the bottom-up approach to setting objectives?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.1	Course Name: Principles of Management Topic: Organization structure.	Course No.: OEC-701(C)
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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	<ol style="list-style-type: none">1. Reflective Questions: How does the structure of an organization affect its culture and communication? Under what circumstances would you recommend a particular type of structure? What are the challenges involved in restructuring 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. 3.2	Course Name: Principles of Management Topic: Organizational design	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Articulate the concept of organizational design. b. Explain the factors that influence organizational design, including strategy, environment, and technology. c. Explain the impact of strategy and environment on organizational design.
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. Imagine two companies with the same number of employees. One makes bicycles, the other develops rocket engines. How might their organizational structures differ? What do you mean by design?- Introduce the concept of organizational design- Explain its importance in achieving business objectives.2. Development (30 minutes)<ol style="list-style-type: none">a. Organizational Structures<ul style="list-style-type: none">- Explain the basic types of organizational structures: functional, divisional, matrix, and flat structures.- Use diagrams to visually illustrate these structures.- Show a video on OD https://www.youtube.com/watch?v=41v3PENTEXwb. Factors Influencing Organizational Design<ul style="list-style-type: none">- Strategy- Technology- Size and Life Cycle- Environment- Culture- Human Resourcesc. Key Elements of Organizational Design<ul style="list-style-type: none">- Structure: Introduce the basic building blocks of organizational structure, like departments, teams, and reporting lines.- Specialization: Explain how tasks are divided and grouped into specific functions or departments based on specialization (e.g., marketing, finance, production).- Centralization vs. Decentralization: Define the concepts of centralized (decision-making at the top) and decentralized (decision-making spread across different levels) organizations- Discuss the benefits and drawbacks of each approach.



	<ul style="list-style-type: none">- Formalization: Explain the level of formality in rules, procedures, and communication channels within an organization.- Discuss how formality can impact flexibility and responsiveness. <p>d. Strategic and Environmental Influence</p> <ul style="list-style-type: none">- Strategy Matters: Explain how an organization's strategic goals (e.g., cost leadership, innovation) influence its design.- Environmental Impact: Discuss how factors like industry, technology, and competition can influence how an organization chooses to structure itself. <p>e. Challenges in Organizational Design</p> <ul style="list-style-type: none">- Balancing Differentiation and Integration- Achieving Centralization vs. Decentralization- Managing Complexity and Change- Aligning Structure with Strategy and Culture <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none">- one-minute paper on what organizational structure do you think would be most suitable for a small start-up 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://www.mindtools.com/aiydadc/organization-design <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none">1. Reflective Questions: How can organizational design influence an organization's efficiency and effectiveness? How can employees at different levels of the organization contribute to effective organizational design?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



Lesson Plan No. 3.3	Course Name: Principles of Management Topic: Types of Organizational structure.	Course No.: OEC-701(C)
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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	<ol style="list-style-type: none">1. Reflective Questions: What factors influence the choice of organizational structure? How can managers and employees work together to improve the effectiveness of the organizational structure?2. 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: Span of Management	Course No.: OEC-701(C)
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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 b. Video
Teaching Development	<ol style="list-style-type: none"> 1. 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. 2. Development (30 minutes) <ol style="list-style-type: none"> a. 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. b. Factors Influencing Span of Supervision <ul style="list-style-type: none"> - Complexity of Tasks - Employee Competence - Geographical Dispersion - Administrative Support c. Tall 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=wu6n5NvewBw 3. Exercise (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"> 1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Suggested Reading <ul style="list-style-type: none"> - https://www.masterclass.com/articles/span-of-control <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



Evaluation	<ol style="list-style-type: none">1. Reflective Questions: How might a manager's span of control affect their job satisfaction and stress levels? How might a manager's span of control affect their job satisfaction and stress levels?2. Allow students to answer and discuss. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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Lesson Plan No. 3.5	Course Name: Principles of Management Topic: Authority	Course No.: OEC-701(C)
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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">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.Development (30 minutes)<ol style="list-style-type: none">Concept of Authority<ul style="list-style-type: none">DefinitionImportanceAuthority Relationships<ul style="list-style-type: none">Types: Line, staff, and functionalPurpose: Clarify roles and responsibilities.Line Authority<ul style="list-style-type: none">DefinitionExampleLine and Staff Authority<ul style="list-style-type: none">DefinitionExampleFunctional Authority<ul style="list-style-type: none">DefinitionExampleExercise (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">Summarize the Lesson Learning Outcomes and get affirmation from students on these.Suggested Reading<ul style="list-style-type: none">https://www.shiksha.com/online-courses/articles/authority-and-responsibility-principles-for-organizational-efficiency/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. 3.6	Course Name: Principles of Management Topic: Delegation and Decentralization	Course No.: OEC-701(C)
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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. 3.7	Course Name: Principles of Management Topic: Social Responsibility of Managers	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concepts of social responsibility and social responsiveness.
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 your thoughts on the role of businesses in addressing social issues? Can you think of examples where businesses have contributed positively to society? Why might businesses choose to engage in social actions?- Introduce the concept of social responsibility of managers, including the evolution from obligation to responsiveness, and the distinctions between social responsibility and social responsiveness.2. Development (30 minutes)<ol style="list-style-type: none">a. Concept:<ul style="list-style-type: none">- Introduce the concept of Social Responsibility and Social Responsiveness.- Use the examples of Johnson & Johnson, Ben & Jerry's Netflix, etc.b. From Obligation to Responsiveness to Responsibility:<ul style="list-style-type: none">- Discuss the evolution of Social Responsibility from 1900's to till date.- Discuss the stages from: Early 20th Century: Economic Focus Mid-20th Century: Ethical Considerations Late 20th Century: Corporate Social Responsibility (CSR)c. Social Responsibility:<ul style="list-style-type: none">- Concept- Examples: Ben & Jerry's, Johnson & Johnson.- Importance- Challenges- Differentiate Between Social Responsibility and Social Responsiveness- Arguments For and Against Social Involvement of Businessd. Importance<ul style="list-style-type: none">- Reputation Management- Employee Morale- Regulatory Compliance- Risk Managemente. Challenges and Criticisms<ul style="list-style-type: none">- Greenwashing



	<ul style="list-style-type: none">- Balancing Interests- Quantifying Measuring Impact is difficult. <p>f. Social Responsiveness</p> <ul style="list-style-type: none">- Concept- Examples: Ben & Jerry's, Johnson & Johnson.- Importance: Enhanced Reputation; Risk Management; Stakeholder Relations; Competitive Advantage <p>g. The Role of Government</p> <ul style="list-style-type: none">- Introduce why we need the intervention of Government for social changes- Enactment of Legislative Action:- Business Advantages: example: Pollutant Recovery Affordable Housing <p>3. Exercise (5 minutes) – Ask students</p> <ul style="list-style-type: none">- Which company's have till date been proactive towards their implementation of changes w.r.t. climate change- What are business's responsibilities towards climate change.
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/2009/12/copenhagen-personal-greenwashi3. Homework<ul style="list-style-type: none">- Prepare a detailed report on European Union's initiative towards climate change w.r.t. business policies. <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. 4.1	Course Name: Principles of Management Topic: Concept and Importance of Staffing	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of staffing. b. Analyze the impact of effective staffing on 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 would happen if an organization hired the wrong people for the job? - Introduce the concept of staffing - Explain the role of staffing as a critical management function. 2. Development (30 minutes) <ol style="list-style-type: none"> a. Staffing <ul style="list-style-type: none"> - Define staffing and explain its place within the management functions. - Discuss the role of HR in staffing and how it aligns with organizational goals. - Highlight the role of the Human Resources (HR) department in the staffing process - Discuss the strategic importance of HR in ensuring that the right people are in the right roles at the right time. b. Importance of Staffing <ul style="list-style-type: none"> - Highlight the importance of staffing in building a competent workforce. - Explain how proper staffing leads to improved productivity, job satisfaction, and organizational growth. - Explain modern staffing techniques such as using AI for candidate screening, online job portals, and social media recruitment and their importance in today's business environment. c. Staffing Process <ul style="list-style-type: none"> - Introduce the key steps in the staffing process: manpower planning, recruitment, selection, training, and placement. - Discuss each step with examples to illustrate how they contribute to effective staffing. - Show a flowchart of the staffing process d. Manpower planning <ul style="list-style-type: none"> - Define manpower planning - Discuss the steps involved, including Analyzing Current Manpower, Forecasting Future Requirements, Developing Action Plans.



	<ul style="list-style-type: none"> - Provide an example, such as a tech company planning to launch a new product line and needing to hire additional software developers and marketing professionals. e. Recruitment <ul style="list-style-type: none"> - Define recruitment - Explain the difference between internal recruitment (promoting or transferring existing employees) and external recruitment (hiring candidates from outside the organization). - Discuss methods like online job portals, social media recruitment, and employee referral programs. Highlight the advantages, such as reaching a larger talent pool and reducing recruitment time. f. Selection <ul style="list-style-type: none"> - Define selection - Discuss various selection methods, such as interviews, aptitude tests, psychometric assessments, and background checks. - Importance of a Rigorous Selection Process: Emphasize that a thorough selection process ensures that the best candidates are chosen, reducing the risk of hiring errors. g. Training <ul style="list-style-type: none"> - Define training - Discuss different types of training, such as on-the-job training, off-the-job training, and e-learning. Explain the benefits of each type, such as hands-on experience, theoretical knowledge, and flexibility. - Highlight how training contributes to employee development, improves job performance, and increases employee satisfaction and retention. h. Placement <ul style="list-style-type: none"> - Define placement - Discuss the importance of placement in ensuring that employees are positioned in roles where they can excel and contribute to organizational success. - Mention potential challenges in placement, such as overqualification or underqualification for a role, and how to address them. <p>3. Exercise (5 minutes) – Ask the students to</p> <ul style="list-style-type: none"> - Ask students to outline the staffing process they would follow to fill the position.
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://theintactone.com/2019/06/18/mpob-u2-topic-1-staffing-concept-nature-and-importance-of-staffing/



	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. 4.2	Course Name: Principles of Management Topic: Human Resource Management	Course No.: OEC-701(C)
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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. 4.5	Course Name: Principles of Management Topic: Performance Appraisal	Course No.: OEC-701(C)
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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. 4.6	Course Name: Principles of Management Topic: Organizational Change	Course No.: OEC-701(C)
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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. 5.1	Course Name: Principles of Management Topic: Direction as a management process: it's significance and main elements	Course No.: OEC-701(C)
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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.



	<ul style="list-style-type: none">- Provide each group with a scenario involving a management challenge where direction is crucial (e.g., a project deadline approaching, a new team member joining, etc.).- 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. 5.2	Course Name: Principles of Management Topic: Coordination-its importance and techniques	Course No.: OEC-701(C)
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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. 5.3	Course Name: Principles of Management Topic: Communication	Course No.: OEC-701(C)
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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.Types of Communication<ul style="list-style-type: none">Verbal Communication: Definition and examples (meetings, presentations); Advantages and disadvantages.Non-verbal Communication: Body language, facial expressions, gestures; Role in enhancing verbal communication.Written Communication: Emails, reports, memos; Importance of clarity and conciseness.Visual Communication: Charts, graphs, videos; How it aids in data interpretation.Digital Communication: social media, instant messaging; Impact on modern business environments.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



	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. 5.4	Course Name: Principles of Management Topic: Barriers to effective communication	Course No.: OEC-701(C)
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of effective communication. b. Identify common barriers to effective communication. c. Develop strategies to overcome these barriers.
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. Summarize the last class Define communication.- Introduce the concept of communication: Explain the process of sharing information, ideas, and thoughts.- Explain the Importance of effective communication- Discuss the role of communication in personal, professional, and societal relationships.2. Development (30 minutes)<ol style="list-style-type: none">a. Identifying Barriers<ul style="list-style-type: none">- Physical barriers: Noise, distance, distractions.- Semantic barriers: Differences in language, jargon, or interpretations.- Psychological barriers: Emotions, prejudices, assumptions.- Cultural barriers: Differences in values, beliefs, customs.- Technical barriers: Equipment malfunctions, poor connectivity.b. Overcoming Barriers<ul style="list-style-type: none">- Discuss effective strategies for overcoming each barrier:<ul style="list-style-type: none">- Physical barriers: Find a quieter environment, use technology, or adjust communication methods.- Semantic barriers: Use clear and concise language, avoid jargon, and ask clarifying questions.- Psychological barriers: Practice active listening, empathize with others, and manage emotions.- Cultural barriers: Learn about different cultures, be respectful, and avoid stereotypes.- Technical barriers: Maintain equipment, use reliable technology, and have backup plans.3. Exercise (5 minutes) – Ask the students to<ul style="list-style-type: none">- Divide students in group and ask them to discuss various strategies.



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/wmopen-principlesofmanagement/chapter/barriers-to-effective-communication/ <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: Organizational control- concept, control process	Course No.: OEC-701(C)
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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">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.Development (30 minutes)<ol style="list-style-type: none">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.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.Types of Control Techniques:<ul style="list-style-type: none">Feedforward ControlConcurrent ControlFeedback ControlControl Process:<ul style="list-style-type: none">brief overview of the process.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>