

Introduction to Management

Learning Diary



acta

Part 1 Your role and your business

How this training works

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Challenges facing the business

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What we mean by management

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Teamwork

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What should managers do?

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Let's explore those five important things in more detail

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What AI makes of recent academic work about management

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Managers play a key role in the operation at Cut My

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Let's consider each of these roles in more detail

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How does your current manager perform?

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What have you learnt about the nature of management?

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Part 2 Key Management Concepts

Effective management is underpinned by a few simple ideas

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Effective use of resources

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An activity for you to complete

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Resource management

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More on resource management

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The need for control

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The control loop

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The control loop in management

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The importance of planning

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How to turn a vague aspiration into a SMART objective

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How AI explains SMART goals

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Activity for you to complete on SMART goals

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Your most important resources are your people

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Beyond the traditional SMART definitions

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Helping staff achieve their SMART goals - manager as coach

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The GROW model

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What have you learnt about key management concepts?

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Leadership and management

What is your experience of your managers as leaders?

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Human Resources

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Managing people is about building relationships

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Ten things that managers can do to build positive relationships with staff

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How do these ten things apply to you at Cut My

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Feedback on your answers

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Leadership styles

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What AI says about leadership styles

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What have you learnt about the relationship between management and leadership?

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Part 4 Levels of management

Levels of management

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Management roles at different levels

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A summary of the different roles within a hierarchical organisation

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Managing your manager

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Disadvantages of hierarchical management structures

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An AI discussion of the merits of flatter management structures

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A summary of the strengths and weaknesses of different management structures

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How would you manage these situations?

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Further Reading

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That concludes our introduction to management

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