

Title of the course: Basics of Management	NEPTUN-code: GVXMA1QBNE	Weekly teaching hours: <i>l+cw+lb</i> 1+1+0	Credit: 3 Exam type: e
Course leader: Bianka Parragh, Dr.	Position: senior lecturer	Required preliminary knowledge: -	
Curriculum:			
<p>Management as a scientific discipline (theories and waves). Content of the managerial activity, skills and tasks. Decision like the centre of the managerial activity. Decision theories. Relationship of the leader and employees. Leadership styles and typology of the leadership. The organizations, structures (organogram) and characteristics. The successful and effective managers. Fields of management: strategical-, project-, innovation-, and marketing management, TQM. Environmentally friendly management. Deal and handle the problems, conflicts, crisis management. Goals for the Human Resource Management (recruitment and selection). Corporate culture and identity. Self management, communication skills, personality tests. Creation, creativity techniques. Case studies from the fields of decision, responsibility, emotions, moral. Recruitment and selection, demonstration of a job interview.</p>			
Professional competencies:			
<p>Knowledge of the concepts and tools of economics and environmental economics, project and environment management in environment protection.</p> <p>Able to participate in project and proposal implementation and audit tasks based on their knowledge.</p> <p>Able to carry out management duties subject to sufficient professional experience.</p> <p>Able to cooperate with engineers involved in the development and application of production and other technologies to develop the given technology in terms of environment protection.</p> <p>Able to take part in environment expertise, advisory, and decision preparation work.</p> <p>Collaboration with civil organizations engaged in environment protection, but willing to argue in order to develop optimal solutions.</p> <p>Open to professional cooperation with specialists related to their profession but involved in other areas.</p> <p>Efforts to improve knowledge by on-going self-education and continuously update their knowledge of the world.</p> <p>Efforts to solve tasks and make management decisions by being aware of the opinions of the colleagues supervised, possibly in cooperation therewith.</p> <p>Sharing experiences with colleagues, thus promoting their development.</p> <p>Performing environmental tasks individually and managing special environment protection work independently even in unexpected decision making situations.</p>			
Literature:			
<p>Compulsory:</p> <ol style="list-style-type: none"> 1. Dr. Bianka Parragh (2011): "Management" – digitally available textbook of theory and practice, Óbuda University, VMI 2. Montana P. J. – Charnov B. H. (2008): Management, Barron's Educational Series <p>Recommended:</p> <ol style="list-style-type: none"> 3. Manfred Kets de Vries (2006): The leadership mystique – Leading behavior in the human enterprise, Prentice Hall 4. Derek Rowentree (2006): The manager's checklists, Pearson Prentice Hall 			