

a. Management Principles (BONUS) *

Topics (Study Guide)

a. Management Principles (BONUS)

1. **Functions of Management**: planning, organizing, staffing, directing, controlling and evaluating
2. **Management Strategies & Organization**: structural organization, communication
3. **Motivation**: dysfunctional behaviour, theories of motivation
4. **Leadership**: leadership styles, leadership theories
5. **Concepts of Management**: management theories, management characteristics

1. Functions of Management

1. Planning
2. Organizing
3. Staffing
4. Directing
5. Controlling / evaluating

Planning: determining in advance what should happen → essential for organizing, staffing, directing, and controlling

- Involves setting goals and objectives, policies, procedures and methods
- **Characteristics of planning**
 - **Repetitiveness**
 - Standing plans → used repeatedly, provide consistency/predictability
 - Single-use plans → not to be repeated, kept for records
 - To attain specific objectives within short period of time
 - **Time span**
 - Short range/operational → less than a year (e.g. yearly operating budget)
 - Long-range → greater than 5 years (e.g. building plan)
 - **Level of management**
 - Top managers → broad comprehensive planning of goals/objectives
 - Middle managers → develop policies
 - First-line → develop methods and procedures
 - **Flexibility**
 - Longer range planning must be more flexible, rigid planning increases risk of inability to cope with changes

Outcomes

1. **Objectives** → predetermined, toward which effort directs its efforts
 - Provide direction and serve as motivators
2. **Policies** → general guides for decision-making, boundaries to operate within
 - i.e. "all customer complaints must be addressed within one day"
3. **Procedures** → specific guide for daily operations, chronological sequence of activities (i.e. "how to run the dishwasher")
4. **Time span**
 - **Short-range / operational planning** → covers period up to a year
 - e.g. operating budget (usually projected in days, weeks, or months)

Cdre Study Guide

Daniela Niemeyer



Cdre Study Guide:

A Comprehensive Guide to Solar Energy Systems Trevor Letcher, Vasilis M. Fthenakis, 2018-05-17 A Comprehensive Guide to Solar Energy Systems With Special Focus on Photovoltaic Systems the most advanced and research focused text on all aspects of solar energy engineering is a must have edition on the present state of solar technology integration and worldwide distribution In addition the book provides a high level assessment of the growth trends in photovoltaics and how investment planning and economic infrastructure can support those innovations Each chapter includes a research overview with a detailed analysis and new case studies that look at how recent research developments can be applied Written by some of the most forward thinking professionals this book is an invaluable reference for engineers Contains analysis of the latest high level research and explores real world application potential in relation to developments Uses system international SI units and imperial units throughout to appeal to global engineers Offers measurable data written by a world expert in the field on the latest developments in this fast moving and vital subject

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Flight and Aircraft Engineer, 1957 History at War Noble Frankland, 2012-07-18 History at War is a unique book It throws light on important unexplored aspects of the pursuit of historical truth It tells how alone among historians Noble Frankland fought in the bomber offensive during the Second World War and then together with Sir Charles Webster wrote its official history how he transformed the Imperial War Museum from a dying institution into one of the world s leading historical centres for the study of the conflicts of the twentieth century how he played a major part in television documentary productions including in particular The World at War and how he wrote a series of original rigorously researched historical works In History at War he describes the battles he had to fight against the mandarins and media merchants who sought to impose a spin on history to suit their own ends and were ruthless and unscrupulous in their methods Its meticulous documentation gives a guarantee of authenticity to his staggering account of how those in high places tried to distort history which might otherwise seem scarcely credible The revelations about Bomber Harris relations with his superior Lord Portal during the war and their joint opposition to the two authors account of the strategic air offensive still a highly topical issue will set alight a new debate among military and other historians Unlike most books on the theory and practice of history it does not confine itself to what can be written on the page It also covers Dr Frankland s experience of demonstrating history in museum galleries on the television screen on sites such as Duxford Airfield near Cambridge and on board HMS Belfast in the Pool of London The problem for historians of publishing a full and unbiased account and analysis of controversial events

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- Chapter 2: Essential Elements of Cdre Study Guide
- Chapter 3: Cdre Study Guide in Everyday Life
- Chapter 4: Cdre Study Guide in Specific Contexts
- Chapter 5: Conclusion

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think only about the words in bold check the old

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