

INTRODUCTION TO INTRODUCTION TO MANAGEMENT

MGT10001
DR. ASANKA GUNASEKARA



LECTURE 1

OVERVIEW

- **Unit Information**
- **An introduction to Introduction to Management**
- **The Four Management Functions (POLC)**
 - ✓ – Planning
 - ✓ – Organising
 - ✓ – Leading (self-motivation)
 - ✓ – Controlling
- **Managing self**

LECTURE 1

UNIT INFORMATION

Structure

- One-hour lecture per week
- One-hour tutorial per week
- One-hour online

LECTURE 1

UNIT INFORMATION

Assessments

Assessment 1A - Online Test (Quizzes) - (10%) - In weeks 3, 5, 7, 9 and 11. Only the best four test marks will be taken towards the final grade (2.5 marks X4 = 10%).

Assessment 1B - A written summary of "Learning and working in teams" video - (5%)

Assessment 2 - In Class Group Presentation- (20%) - Weeks 7 and 8

Assessment 3 - Individual Essay - (25%) – Week 10

Assessment 4 - Exam - (40%)

LECTURE 1

LAST SEMESTER RESULTS

Grade	Number
HD	17
D	40
C	92
P	59
NP	76

Time to think about your learning goals and
learning plan

LECTURE 1

UNIT INFORMATION

Expectation of Students

- Commitment of 8 -10 hours per week to studying this subject
- Attendance at lectures and tutorials
- Join a group in week 2 and work collaboratively with group members
- Complete online tasks on weekly basis
- Self management
- Regularly check Swinburne student email and Canvas
- Raise issues with teaching staff as soon as possible so we can help you to succeed.
- Attend workshops organised by LAS/Library

LECTURE 1

UNIT INFORMATION

Additional Resources and Support

- **Canvas** (Please watch the canvas video uploaded under week 1 lecture materials)
- **Unit Outline**
- **Learning Materials**
- **Discussion Board**
- **Textbook**
- **MindTap**
- **Study Group**
- **Guest Lectures**
- **LAS/Support staff**

LEARNING & ACADEMIC SKILLS (LAS) UNIT

What?

- Essay, report and thesis writing
- Speaking and oral presentations
- Learning and academic skills (e.g. reading strategies, exam preparation, time management, note-taking, etc.
- Maths, stats, physics, computing literacy
- Australian slang, culture and lifestyle

How?

- Individual/small group appointments
- Workshops, short courses, drop-in sessions
- Daily conversation groups

Where? When?

- GS (The George) 202. P: 9214 5583
- Extended opening hours till 8pm during semester
- For more info visit our website:
www.swinburne.edu.au/las

LECTURE 1

STUDY GROUP

MONDAY – 4:30-5:30

ROOM : BA 708

LEADER:

**MATTHEW CHALOUPKA-
WAGNER**

- Deeper your understanding of key terms and ideas that will be on the exam, or re-visit and clarify terms you might not have understood in the lecture/tutorials that will be in the exam
- Uncomfortable with presentations, writing or referencing? Study groups are a place to get advice or practice all these important basics of university study
- Study groups are proven to increase study scores on exams (O'Dowd, D. K 2011)
- Focus - Further your understanding of Management without checking Facebook, YouTube etc
- Further your group work skills
- I'll probably bring lollies. Coles Brand lollies.'m a student too.

WHAT IS MANAGEMENT?

**Getting work
done through
others**



Efficiency

getting work done
with a minimum of effort,
expense or waste.

Effectiveness

is accomplishing tasks that
help full organisational objectives,
such as customer service
and satisfaction.

FUNCTIONS OF MANAGEMENT



Determining organisational goals and a means for achieving them (strategies).

ORGANISING

Where will decisions be made?

Who will do what jobs and tasks?

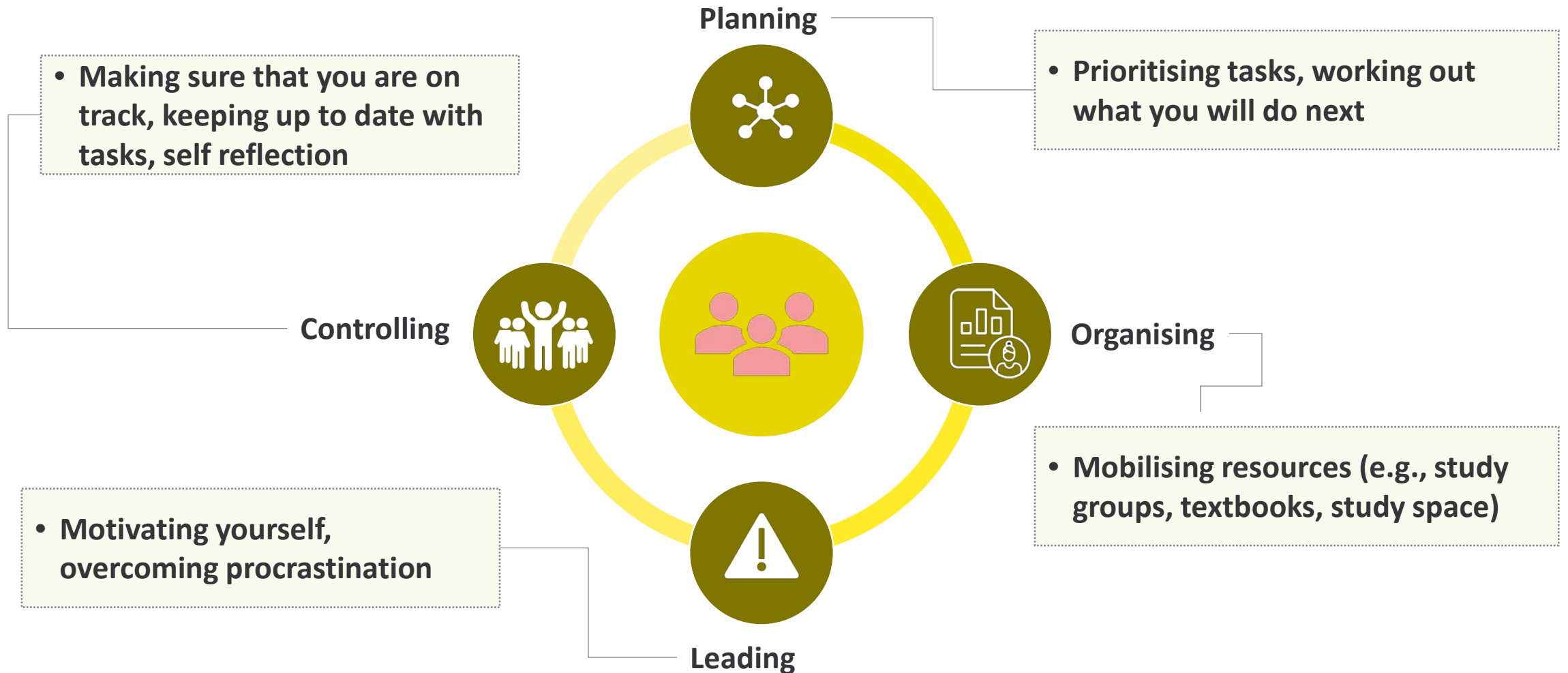
Who will work for whom?

Inspiring and motivating employees to work hard to achieve organisational goals.

CONTROLLING

Monitoring progress toward goal achievement
and taking corrective action when needed.

POLC APPLIED TO SELF-MANAGEMENT



TYPES OF MANAGERS



TOP MANAGERS



MIDDLE MANAGERS



FIRST-LINE MANAGERS



TEAM LEADERS

TYPES OF TOP MANAGERS

CEO, COO, CFO, CIO, VICE-PRESIDENT, CORPORATE HEADS

TYPES OF MIDDLE MANAGERS

GENERAL MANAGER , FACTORY MANAGER ,
REGIONAL MANAGER , DIVISIONAL MANAGER

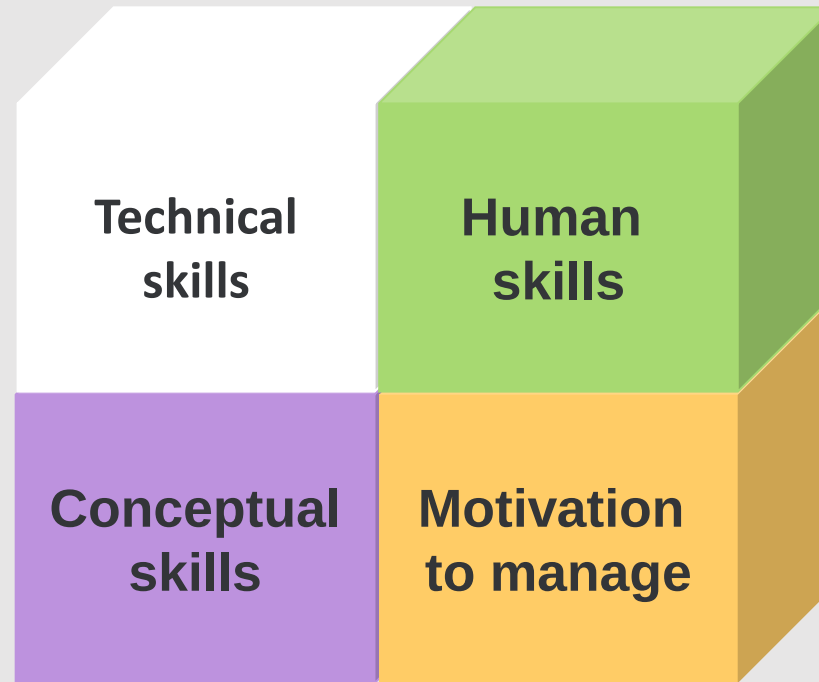
TYPES OF FIRST LINE MANAGERS

OFFICE MANAGER , SHIFT SUPERVISOR ,
DEPARTMENT MANAGER

TYPES OF TEAM LEADERS

TEAM LEADER , TEAM CONTACT ,
GROUP FACILITATOR

SKILLS COMPANIES LOOK FOR IN MANAGERS



MANAGEMENT SKILLS

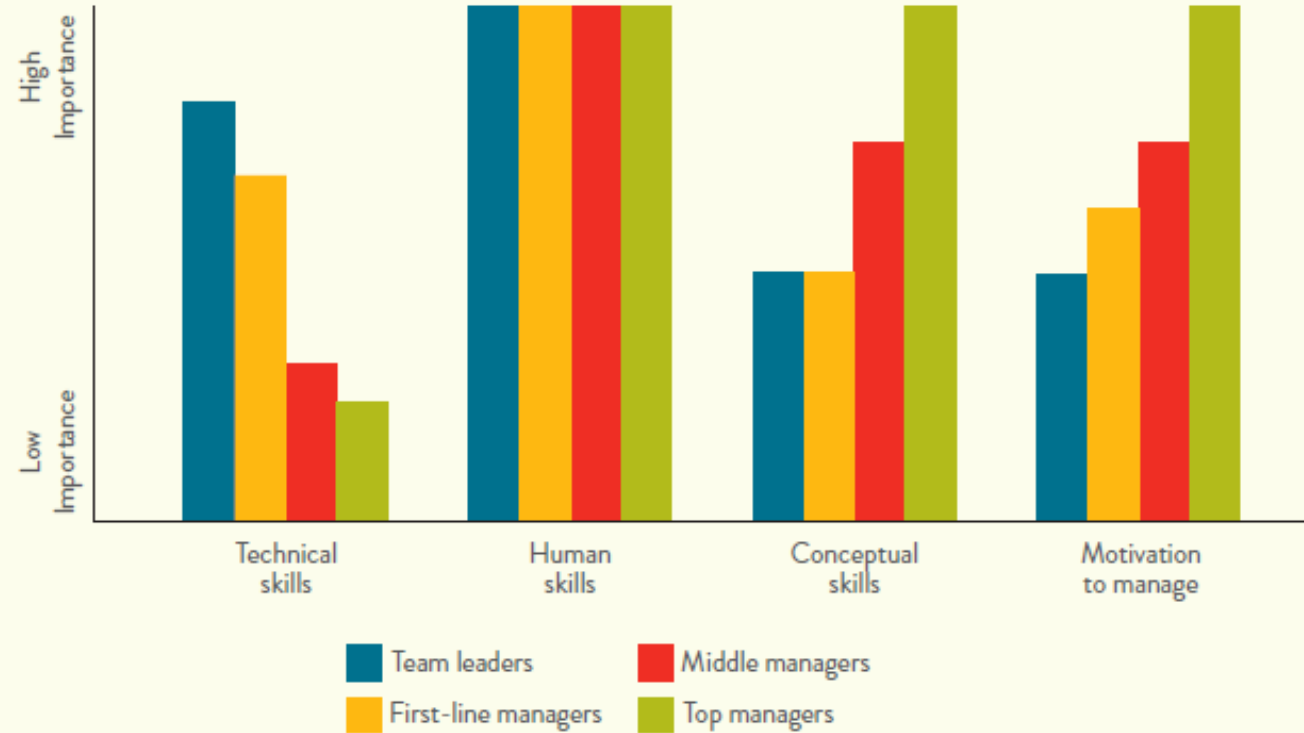


FIGURE 1.3

Management skills

Skills are more or less important at different levels of management

COMMON MISTAKES MANAGERS MAKE

- **Insensitive to others**
- **Cold, aloof, arrogant**
- **Betrayal of trust**
- **Overly political and ambitious**
- **Unable to delegate or build a team**

NEXT WEEK

- **TEAM MANAGEMENT**

