FACULTY OF ENGINEERING, SCIENCE AND THE BUILT ENVIRONMENT

Unit title:	Management M
Unit number:	DMG/M/131
Unit value:	1.0
Unit co-ordinator:	J Tah
Contact time:	60 hours
Private study time:	90 hours
Unit pre-requisites:	None

AIMS

This unit aims to develop an understanding of the principles and techniques involved in the management of organisations.

LEARNING OUTCOMES

At the end of this unit the student should be able to:-
- Describe the appropriate range and scope of the professions, strategic planning and marketing in the context of strategic management.
- Refer to appropriate health and safety guidance
- Determine methods for the monitoring of quality procedures pertinent to a particular process
- Make informed assessments and decisions in terms of employee manpower planning, training and legal issues.

INDICATIVE CONTENT

Information Technology

Use IT skills to present information effectively using a format and a style appropriate to the unit assignment ensuring that:
- It is accurate in terms of content and conventions (e.g. spelling, punctuation and grammar, labelling of charts, diagrams and graphs);
- It makes sense (e.g. proof-read and amend where necessary)
Use IT to aid efficient searching, evaluation and selection of information (e.g. to assist in finding, organising and comparing information, consulting others on its reliability and quality in respect of assignment and lecture material)
Develop and exchange relevant information to meet a purpose (e.g. use e-mail, shared access to documents, Blackboard)
Derive new information (e.g. make calculations, synthesise information from a variety of sources to reach own conclusions, create a new design)
Monitor and critically reflect on use of own IT skills including obtaining feedback from others (e.g. tutor, assignment assessments) noting choices made and their effectiveness (e.g. impact on quality of work)

Improving One's Own Learning and Performance

Manage time effectively (e.g. can meet deadlines for assignment stages, cope with unexpected demands, create new opportunities if appropriate occasions arise)
Select and use different forms of learning, including:
- Independent forms of learning (i.e. take responsibility for what, when and how you learn)
- Directed forms of learning (e.g. lectures, seminars)
Seek and actively use feedback and support from a variety of sources to help meet targets (e.g. take the initiative in requesting feedback from tutors, colleagues and others: use reference books, study guides, distance learning materials, manuals, on-line help), including a formal assessment from a tutor.
Monitor and critically reflect on what is being learnt, and how it is being learnt, noting choices made and judging their effectiveness (i.e. impact on performance)
Select effective ways to present achievements (e.g. assignment report) and organise the supporting

evidence.
Identify ways of further improving learning and performance.

Introduction to Studying the Unit

This unit will provide the focus for study of the following areas:-
- Managing Resources: human, financial
- Strategic Management: corporate strategy, leadership, marketing, procurement, quality.
- Personnel issues: training, motivation, group dynamics, industrial relations
- Legal aspects of employment
- Health and safety management

ASSESSMENT

The unit will be assessed by:

Element No.1	Team Presentation	(50%)
Element No.2	Report	(50%)

The two elements will provide opportunities for students to use a variety of appraisal techniques in two distinctly different contexts.

Learner Support Materials

You will need to use both printed and electronic sources. As well as the recommended readings and references in this guide, you should use the Web site LISA http://www.lisa.sbu.ac.uk that will provide a gateway to many of the standard documents for this area of study.
Additional guidance will be given in the sessions.

INDICATIVE SOURCES

Core

Johnson, G & Scholes, K (1997) Exploring Corporate Strategy, Prentice-Hall International (UK) Ltd., London
Kotler, P and Bloom, P.N. (1984) Marketing Professional Services
Laver, A (1990) Nature of Liabilities for Professional Negligence, 18/1 R.I.B.A. Open Learning Package
Maister, D.H. (1993) Managing the Professional Service Firm
McDonald, M.H. (1989) Marketing Plans: How to prepare them – How to use them
Langford, DA (1991) Strategic Management in Construction, Macmillan, London
A Griffith & T Howarth (2000) Construction Health and Safety Management, Longman
Sprague, RH & McNurlin, BC (1993) Information Systems Management in Practice.
Fellows, R., Langford, D., Newcombe, R. and Urry, S. (2002) Construction Management in Practice, Blackwell Science Ltd., Oxford.
Naoum, S. (2001) People and Organizational Management in Construction, Thomas Telford Ltd., London.
Harris, F. and McCaffer, R. (2001) Modern Construction Management, Blackwell Science Ltd., Oxford.
Cowling, A. and Mailer, C. (1998) Managing Human Resources, Arnold, London.
Graham, H. T. and Bennett, R. (1998) Human Resource Management, Financial Times/Pitman, Harlow, UK

Optional

Sprague, RH & McNurlin, BC (1993) Information Systems Management in Practice.

Journals

Building Magazine
Management Today