**TOPIC 1: THEORIES AND MODELS OF MANAGEMENT**

**SELF CHECK**

* Can scientific management principles help you be more efficient? Choose a task that you do regularly (such as laundry, fixing dinner, grocery shopping, studying for exams, etc.). Analyze it by writing down the steps involved in completing that task. See if there are activities that could be combined or eliminated. Find the “one best way” to do this task and the next time you have to do the task, try the scientifically managed way and see if you become more efficient (keeping in mind that changing habits isn’t easy to do).
* Discuss how organizational behavior topics emerge in management theories.
* Elaborate Human Relations movement.
* Explain the importance and effect of Hawthorne studies in management todays.
* Discuss management perspective today.
* Elaborate the systems perspective in the organization.
* Explain how synergy and entropy plays important roles in the systems perspectives.
* Come on, admit it. You multitask, don’t you? And if not, you probably know people who do. Multitasking is common in the workplace. However, does it make employees more efficient and effective?
* Pretend you’re the manager in charge of a loan-processing department. Describe how you would research this issue, using each of the following management approaches or theories: scientific management, general administrative theory, behavioral approach, systems theory, and contingency theory.

**SELF CHECK**