**Програмові вимоги з дисципліни**

**Management and Administration**

1. Introduction. Introducing yourself and others.
2. The meaning and characteristics of management.
3. Scope of management
4. Functions of management.
5. The nature of management i.e. is it a science or an art.
6. The evolution of management thought.
7. The principles of management by H. Fayol.
8. Management process.
9. Cyclic nature of the management process.
10. Planning. Strategic planning.
11. Operational planning.
12. Hierarchy of objectives.
13. Companies.
14. Company structure
15. Visitors
16. The stages in the development of a new product
17. New products and services
18. Job benefits and employment procedures
19. CV and resume
20. Customer service rules and experiences
21. Role of a leader in management
22. Leader and manager
23. Leader and follower
24. Qualities of a Leader
25. Oline vs offline shopping
26. Sales and advertising
27. Governments and the environment
28. corporate entertainment
29. Global issues
30. Tips for Effective Time Management
31. Ambitions and careers
32. IQ and EQ
33. [Millennials in the Workplace Training](https://www.youtube.com/watch?v=Sz0o9clVQu8)
34. Cultural and Social intelligence: The Must-have Skill for a Leader
35. The Link Between CQ & EQ
36. Examples of ethical and unethical behaviour.
37. Ethical issues in our country
38. Business attire
39. Circular Economy
40. Climate Change