

**Program for entrance examinations for doctoral studies in**

**EP "Management" for the 2021-2022 academic year**

|  |  |  |
| --- | --- | --- |
| **Course title** | **Key topics for exam questions** | **Recommended literature for exam preparation** |
| **Management** | 1. Organization goals and the Manager’s job
2. Management approaches
3. External and internal organizational environment
4. Ethics and corporate social responsibility
5. Communication in management
6. Approaches to decision-making
7. Planning and organizational goals
8. Organization function
9. Effective leadership and management styles
10. Motivation
11. Group dynamics
12. Control in management
13. Human Resource Management
14. Managing conflicts and changes
 | 1. Дафт, Р. Менеджмент: учебник для слушателей, обучающихся по программам «Мастер делового администрирования»: [перевод с английского] / Ричард Дафт. – 10-е изд. - Санкт-Петербург [и др.]: Питер, Питер Пресс, 2017. – 655 с.2. Рикки У. Гриффин. Менеджмент. 12-басылым. – Алматы: «Ұлттық аударма бюросы» ҚҚ, 2018. – 768 б.3. Мескон М.Х., Хедоури Ф., Альберт М. Основы менеджмента. – М.: Вильямс, 2020. – 672с. |
| Strategic management | 1.The essence and content of strategic management2. Industry and competitive environment3. Strategic vision and strategic position selection4. Analysis of the external and internal environment of the company5. Competitive strategies of the company6. Development and implementation of the strategy7. Portfolio analysis and strategic market segmentation8. Managing strategic changes9. Ethics, Corporate Social Responsibility, Stability and Strategy10. Trends in the development of strategic management in Kazakhstan | 1. Джон Э.Гэмбл., Маргарет А.Питереф., Артур А.Томпсон «Стратегиялық менеджмент негіздері (бәсекелестік артықшылыққа ұмтылу) **–** Алматы «Ұлттық аударма бюросы», 2019. **–** 536 бет
2. Зуб, А. Т. Стратегический менеджмент: учебник и практикум для вузов – 4-е изд., перераб. и доп. – М.: изд-во Юрайт, 2020. – 375 с. – Текст: электронный // ЭБС Юрайт [сайт]. – URL: <http://biblio-online.ru/bcode/450032>
3. [Томпсон А.А., Питереф М., Гэмбл Дж., Стрикленд А.Дж.](https://www.chitai-gorod.ru/books/authors/tompson_a_a_piteref_m_gembl_dzh_striklend_a_dzh/) Стратегический менеджмент. Создание конкурентного преимущества. – М.: Вильямс, 2019. – 800 с.
4. Государственная программа «Цифровой Казахстан» // https: // primeminister. kz/ru/gosprogrammy
 |
| Operational management | 1.The essence of operational management2. Development of an operational strategy3. Increasing the competitiveness of companies.4. Development and selection of technological process5.Product quality management methods6.Planning the work process and work rationing7.Procurement management8. Production scheduling | Richard B. Chase,F. Robert Jacobs, Nicholas J. Aquilano. Production and Operations Management |
| Leadership in management and teambuilding | 1. Leadership and management
2. Theories of leadership
3. Management styles
4. Leader’s competences
5. Systemic thinking and leader’s ethics
6. Criteria of an effective team
7. Methods to organize collective labour
8. Internal sources and reference points of a leader’s activity
9. Factors of effective leadership
10. Typology of leadership
11. Communication as the main instrument of leadership
 | 1. Селезнева Е.В. Лидерство: учебник и практикум для академического бакалавриата. – М.: изд-во Юрайт, 2016. – 429 с.
2. Спивак В.А. Лидерство: учебник для академического бакалавриата. – М.: изд-во Юрайт, 2015. – 393 с.
3. Спивак В.А. Лидерство. Практикум: учеб. пособие для академического бакалавриата. – М.: изд-во Юрайт, 2015. – 361 с.
4. Сафонова Н.М. Лидерство и командообразование: учебное пособие. – Набережные Челны: изд-во «Печатная галерея», 2017. – 66 с.
5. Гандапас Р. Харизма лидера: научное издание. - М.: Манн, Иванов и Фербер, 2014. - 224 с.
 |
| Organizational behavior | 1. Fundamentals of organizational behavior
2. Models of organizational behavior
3. Personality and organization
4. Labor motivation and organizational performance
5. Group behavior in an organization
6. Leadership in the organization
7. Communication behavior in the organization
8. Organizational culture
9. Organization behavior management and employee personal development
10. Managing organizational change
11. Modern aspects of organizational behavior
 | 1. Згонник Л.В. Организационное поведение. Учебник. – М.: издательско-торговая корпорация «Дашков и К°», 2017. – 230 с.2. Мкртычян Г.А., Петрова О.В. Организационное поведение. Учебное пособие. – Нижний Новгород: изд-во ННГУ, 2019. – 237 с. |
| HRM | 1. The role of human resources management in the organization's activities2. Human resources management strategy and policy3. Planning and use of human resources of the organization4. Formation of human resources of the organization5. Change Employee Status6. Development of human resources of the organization7. Building a career8. Staff Assessment and Performance Management9. Management of staff motivation and remuneration10. International Human Resources Management Experience | М. Армстронг, Практика управления человеческими ресурсами. Издание 10-е, Питер-2017 |
| Crisis management | 1. Crisis in the development of the socio - economic system2. Classification of crises3. Risks in crisis management4. Macro and microeconomic forms in crisis management5. Aggressive form of crisis management6. Law RK «On Rehabilitation and Bankruptcy»7. Evaluation of business in crisis management.8. Routine preventive crisis management9. Defensive-emergency technology in crisis management10. A provocative form in crisis management | 1. Э.М.Коротков.  Антикризисное управление + допматериалы в ЭБС: учебник для вузов. – М.: изд-во Юрайт, 2020.2. <https://adilet.zan.kz/rus>/docs/Z1400000176/z140176.htm3. <http://marketingcenter.kz/20/>bankrotstvo.html4. <https://www.cfin.ru/management>/people/crisis\_hr.shtml |