

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

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

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| **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 management  2. Industry and competitive environment  3. Strategic vision and strategic position selection  4. Analysis of the external and internal environment of the company  5. Competitive strategies of the company  6. Development and implementation of the strategy  7. Portfolio analysis and strategic market segmentation  8. Managing strategic changes  9. Ethics, Corporate Social Responsibility, Stability and Strategy  10. 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 management  2. Development of an operational strategy  3. Increasing the competitiveness of companies.  4. Development and selection of technological process  5.Product quality management methods  6.Planning the work process and work rationing  7.Procurement management  8. 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 activities  2. Human resources management strategy and policy  3. Planning and use of human resources of the organization  4. Formation of human resources of the organization  5. Change Employee Status  6. Development of human resources of the organization  7. Building a career  8. Staff Assessment and Performance Management  9. Management of staff motivation and remuneration  10. 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 system  2. Classification of crises  3. Risks in crisis management  4. Macro and microeconomic forms in crisis management  5. Aggressive form of crisis management  6. Law RK «On Rehabilitation and Bankruptcy»  7. Evaluation of business in crisis management.  8. Routine preventive crisis management  9. Defensive-emergency technology in crisis management  10. 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.htm  3. <http://marketingcenter.kz/20/>  bankrotstvo.html  4. <https://www.cfin.ru/management>  /people/crisis\_hr.shtml |