

ABSTRACT OF THE EDUCATIONAL COURSE "ADMINISTRATIVE MANAGEMENT"

Educational program: 073 "Management"

Doctor of Philosophy in the field of knowledge 07 "Management and administration"

Cycle: professional training.

Status: optional academic course.

Academic year: 2022-2023, IV semester.

The purpose of the study of the course: the formation of a systematized set of knowledge about the general principles, methods and approaches of administrative management in the holders of the educational degree of Doctor of Philosophy.

Tasks of the course: acquisition by future doctors of philosophy of knowledge, abilities and skills in the field of management of the organization, the enterprise and its functional divisions; assimilation of theoretical knowledge for a deeper systemic and complex understanding of the functions of administrative management, execution of management procedures, decision-making, business communication and documentation support of management processes.

As a result of studying the course, the PhD student should **know:** the main tasks of the manager-administrator in the organization, the components of the administrative management system of the organization, the features of administrative planning, the essence of target complex programs of such calendar plans, the methodology of designing organizational structures, the main forms of building motivation systems of administrative employees, indicators the activity of the management apparatus in the organization is controlled, the order of administrative decision-making, the main features of administrative power and means of administrative influence.

be able to:

apply modern principles of administration of management decisions, classify objects of administrative management in connection with the norms of relevant laws, draw up a schedule of current works in the process of solving the tasks of the current plan, determine managed units at the appropriate levels of the hierarchy and develop official duties based on a systematic approach, be able to develop or improve the organizational structure of the enterprise in accordance with strategic tasks, determine the chain of business operations on the example of a specific business process based on the use of modern scientific approaches and critical analysis, develop a personal motivation system for a certain category of employees in the organization, scientifically justify the relevant regulations in the field of organizations.

Content of the course:

- Topic 1. Historical background and theory of administrative management
- Topic 2. Administrative management system
- Topic 3. Planning in administrative management
- Topic 4. Organization of work of subordinates
- Topic 5. Motivating employees of the management apparatus
- Topic 6. Control and regulation as technologies of administrative management
- Topic 7. Administrative management methods
- Topic 8. Administration of management decisions
- Topic 9. Leading technologies of administrative management
- Topic 10. Career in the organization, career management, image
- Topic 11. Technology and psychology of business communication
- Topic 12. Globalization aspects in administrative management