

SUBJECT B 3 : MANAGEMENT (MINING III)

1. Generic management systems

The organisation as a system
A system model of organisations
Change management
Creating conditions that lead to improved production

2. General management

Planning - business, operational
Organising - structures, line and staff, hierarchical principle
Mechanistic and organic organisations, Role definitions,
responsibility, authority and accountability
Empowerment subordinates
Controlling - Principles of control
mechanisms of control
types of control
Leading - Management styles, motivational theories
- content and process
- communication patterns, interpersonal styles
- group dynamics FSNP
Communication - Written, formal, reports and documents
- briefing systems, small group dynamics

3. Human resources management

Job analysis and job descriptions
Selection and recruitment, placement
Career development - career stages, mid-life career crisis
Performance appraisal - rating scales, feedback
Training - identifying training needs, training programs,
training selection criteria
Job evaluation and salary administration
Remuneration and incentive management systems
Manpower planning
Social welfare/EAP

4. Industrial relations

Trade unions - history of SA industrial relations
Legislation - Acts and statutes
Conflict management
Negotiation skills and processes
Social responsibility
Disciplinary and grievance procedures and policies
Retrenchment procedures
Recognition agreements

5. Financial management

Interpretation of financial statements
Principles of finance
Management accounting - costing
Budgeting systems and cycles
Production budget and its relation to other functional budgets

6. Marketing management

Basic marketing concepts. Pricing, market structure
Competition, international markets

7. (a) Production and operations management

- Production planning
- Phases in production
- Production control
- Quantitative techniques
- Learning curves
- Aggregate planning and resource allocation
- Work study
- Maintenance management
- Project management
- Productivity

(b) Materials management

- Role of Bill of Materials
- Material requirements planning
- Forecasting
- Inventory control
- Computer systems in materials management
- Purchasing
- A.B.C. analysis
- Just-in-time
- Salvage

8. Management information systems

Information networks, data analysis, forecasting, trend analysis.

9. Principles of safety management

Occupational health
Types of hazards
Managing health hazards
Safety management
Management of Loss control

10. Suggested reference literature

Introduction to Business Management: G J de Cronje
Industrial relations in South Africa: M Finnemore & R v/d Merwe
Additional notes will from time to time be made available