Overview

Best Practices in Management: Projects, Staffing, Scheduling, and Budgeting provides students with an introductory look at the discipline of management and its context within the business environment. Students of this course build on previously mastered competencies by taking a more in-depth look at management as a discipline and how it differs from leadership while further exploring the importance of communication within business. This course provides students with a business generalist overview in the areas of strategic decision-making and operational planning, managerial budgeting, change management, human capital management, staff development, and conflict management.

Competencies

- **Management vs. Leadership**
  The graduate identifies leadership and management attributes in order to differentiate between roles.

- **Process Skills for Managers**
  The graduate identifies the impact of long-term strategic goals at the departmental level.

- **People Management Skills for Managers**
  The graduate applies people management tools to achieve stated organizational outcomes.

- **Communication Skills for Managers**
  The graduate applies communication strategies for managers that are suitable for the target audience.

Learning

**Getting Started**

Welcome to Best Practices in Management: Projects, Staffing, Scheduling, and Budgeting! In this course, you will learn about management as a discipline within a business environment. Readings, videos, and interactive learning checks and quizzes are presented in modules through the Acrobatiq Smart Author learning platform. Unit tests are included for additional practice. The topics and pacing guide is available within the course introduction section to plan your progress. Reach out to your course instructors with any questions. Competency will be demonstrated by the successful completion of an objective assessment.
Course Instructor Group

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Course Instructor Responsibility
How to Work with Course Instructors