

Best Way of Learning With Multimedia Lessons



- ➔ Effective Learning/Training Aids in the form of software packages developed with latest Multimedia tools and techniques offering the necessary ease of operation with easy installation with low cost.
- ➔ Helping you to understand concept with powerful visual aids with Self Paced/Self Study/Self Controlled effective method of learning.
- ➔ **FACILITATE LEARNING ANY TIME - ANY WHERE - FOR EVERYONE.**

SoftTech Engineers Pvt. Ltd. Pune India is an ISO 9001:2000 certified eminent and leading software development enterprise developing Softwares for A/E/C domain, Enterprise solutions and Multimedia Based Learning/Teaching Aids with Computer Aided Instructions in various subjects of IT/ Electronics/Electrical/Mechanical/Civil Engineering/Non Engg subjects like Food Sciences, Fashion Technology, Bio-Medical & Management subjects . Our Customer base is several engineering and other institutes all over the country and Overseas .

Organization and Structure

- ➔ What is Organizing
- ➔ Depicting the Organization
- ➔ Organization Design and Structure
- ➔ Functional Departmentalization
- ➔ Marketing Channel Departmentalization
- ➔ Creating Matrix Organizations
- ➔ Network-based Organizations
- ➔ The Horizontal Corporation
- ➔ Building Horizontal Organizations
- ➔ Mechanistic and Organic Organizations
- ➔ Burns and Stalker



Principles of Management

- ➔ The Management Environment
- ➔ Organization Defined
- ➔ Management Defined
- ➔ Mintzberg's Managerial Roles
- ➔ The Manager as Innovator
- ➔ Fundamental Change Facing Managers
- ➔ Ethics and Culture
- ➔ Ethics and Law
- ➔ How to Foster Ethics at Work
- ➔ Components of Organization Culture



Human Resource Management

- ➔ Work Culture
- ➔ The Basic HR Process
- ➔ Personnel Planning
- ➔ Writing Job Descriptions and Recruiting Employees
- ➔ Guidelines for Interviews
- ➔ Potential Biases in Interviews
- ➔ Orienting Employees
- ➔ Training Employees



Team Management

- ➔ Managing Groups and Terms
- ➔ Groups and Terms
- ➔ The Popularity of Teams
- ➔ Virtual Team
- ➔ Groups Dynamics
- ➔ How to Builds a Productive Team
- ➔ Symptoms of Unproductive Teams
- ➔ The Challenge of Team Leadership
- ➔ Leading Productive Teams
- ➔ Team Leader Behaviors



Strategic Planning

- ➔ The Strategic Management Process
- ➔ How to Test the Quality of Your Strategy
- ➔ Relationship Among Strategies in Multiple-Business Firms
- ➔ How to Benchmark
- ➔ Cineplex Odeon TOWS Matrix
- ➔ Scenario Planning Principles
- ➔ Cleveland Public Library



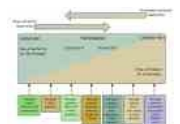
Time Management

- ➔ Before you Begin
- ➔ Myths of Time Managements
- ➔ Planning the Starting Points
- ➔ Time Managements Process
- ➔ Get Things Done
- ➔ TOSS paperwork/email



Leadership and Motivation

- ➔ Managers Versus Leaders
- ➔ Power and Leadership
- ➔ Behavioral theories of Leadership
- ➔ Leadership Studies
- ➔ Charismatic Leadership
- ➔ How to Improve your Leadership skills
- ➔ Motivation
- ➔ Emotional Intelligence



Operation Management

- Government Organization
- The Basics of Operations Management
- The Production System
- Production System Components
- Inventory

- Economic Order Quantity
- Quality Control Methods
- Design for Manufacturability



Measurement and Accountability

- The Fundamentals of an Effective control system
- Management and the Control Process
- Steps in Control Process
- Financial Responsibility Centers
- Boundary Control System

- Personal/Interactive Control System
- Contingency Factors in Control System Design



Management of Change

- Strategic Applications of OD
- Organizational Stressors: Role Demands
- Conflict Handling Styles
- Conflict Resolution Modes

- Managing Change
- Basic Questions for Change Agents
- Models for Planned Organizational Change
- Barrier to Empowerment



Communication

- Emotional Intelligence Again
- Components of the Communication Process
- Barriers to Effective Communication
- Negotiation

- Organizational Communication
- Multiple Network Dimensions



Entrepreneurship

- Entrepreneurship and Managing Globally
- Entrepreneurship Today
- Entrepreneurs and small Business Management
- Content of a Good Business Plan
- Managing Globally

- Corporate Intrapreneurship
- Levels of Economic Integration
- Ways of Doing Business Abroad
- The Language of International Business3



Placements and Training

- Corporate Training
- How to Answer Interview Questions
- Best answer
- Possible follow-up question
- Career Makers
- Placements



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