

HP 261: Organization and Management

Course Description

General principles of organization and management of health programs and health agencies; relationships of participant's institution to the other agencies in the National Health Plan. Operation of participant's institution, his own and other's role within it. Utilization of these principles in educational change.

Credit Units: 2 units

Course Objectives:

At the end of the course, the students should be able to:

1. Discuss their respective educational organizations based on basic theories about organizations
2. Analyze how their respective educational organizations function internally and how it relates externally to the national and global health macrosystems
3. Discuss the basic principles of organizational management (planning, leading, organizing, controlling) and how these principles influence the behavior of their respective educational organizations
4. Develop a plan for organizational change in their respective educational organizations using the theories and applications of organizational transformation
5. Write up their proposal for change in a technical paper

Content

"Ours has become, for better or for worse, a society of organizations. We are born in organizations, and are educated in organizations, so that we can later work in organizations. Organizations supply us and exploit us, they nurture us and torment us. But most of us must resign ourselves to spending a great deal of our public and private lives dealing with them. We all need to understand them better." (Mintzberg)

In this course, students will look into their own organizations within the perspective of understanding how it works and how it can be managed more effectively.

Course Syllabus

This course is divided into three units:

Unit 1: My Organization

The first unit begins with looking at the macrosystem to help students situate themselves and their organizations within the bigger national system. Then, students will be introduced to the parts, structure, and basic types of organization to help them

better understand the microstructure within their own institutions. The discussions will help the students analyze the internal and external factors which shape organizations.

Key concepts: Philippine Development Plan, National Objectives for Health, transformative education, organizational attributes, pulls on the organization, configurations, life cycle model

Unit 2: The Management Process

In this unit, students will be introduced to the basic management process of planning, leading, organizing, and controlling. This unit will also help students look into their own institution's management processes, clarifying their role as part of their organization. Different leadership styles will also be discussed and how each style affects their own organization's decision-making processes.

Key concepts: planning, results based management, organizing, authority & power, decentralization, staffing, leading, managers & supervision, motivation, change management, communication, controlling

Unit 3: Towards Institutional Reform

This unit will help students identify organizational problems, and areas for improvement where the different concepts in the management process may be applied. It will also emphasize techniques which can be helpful in initiating change and innovation within an organization towards institutional reform.

Key concepts: organizational culture, conflict management, organizational change, institutional reform

Course Evaluation

Grading for this course will be based on the following:

Individual presentations	20%
Written Outputs and Assignments	20%
Class participation	20%
Individual final project	40%