

Course Book

1. Course name	Time and Crisis Management
2. Lecturer in charge	
3. Department/ College	Business Administration
4. Contact	E-mail: zhwan .abdulla@epu.edu.iq Tel: ٠٧٥٠ ٤٣٢٢٨٩٨
5. Time (in hours) per week	For example Theory: 4 hours per week for each class Practical: During the lecture
6. Office hours	Availability of the lecturer to the student during the week
7. Course code	
8. Keywords	Time Management, Planning, Organizing, Directing, Staffing and Controlling. Crisis Management, Crisis Teams.

10. Course overview:

This course is designed to provide students with the opportunity to engage and think about the major functions of time and crisis management and how to approach it. The emphasis is on time management firstly and then on crisis management. Throughout the year, students will have the opportunity to reflect critically upon the theoretical, conceptual and methodological underpinnings of time and crisis management. The course will cover an intellectual foundation in Time management. In addition, this course helps to develop a comprehensive understanding of crisis management, with a focus on the strategic impact of decisions and actions before, during and after crisis. The course also emphasizes on collaboration and critical thinking skills.

11. Course objective:

At the conclusion of this course students will be able to:

1. Understanding of the fundamental concepts of time management based on planning, organizing, directing, staffing and controlling.
2. Managing people and projects that waste your time and learn specific skills and tools to save your time.
3. Comprehend the key theories and concepts associated with crisis management.
4. Understanding how time and crisis management is applied across the public, private and nonprofit sectors and how the various sectors collaborate during a crisis.
5. Explain how previous events have shaped the discipline of crisis management based on case studies.
6. Analyze contemporary issues and challenges within time and crisis management and how organizations within the various sectors are addressing these challenges.

12. Student's obligation

1. Students are expected to arrive at lectures on time.
2. Students are expected to attend all lectures (attendance will be monitored).
3. Turn off cell-phones before entering the classroom. There is no food and beverages admitted, except for bottled water.
4. No technical devices are accepted (laptops, tablet computers, etc).
5. Disruptive behaviour (doing something else during the course, engaging in private conversations, playing with electronic devices as cell phones) is not accepted and if repeated, it will negatively affect the attendance.

13. Forms of teaching

Lectures, power point presentations, whiteboard, case studies, class discussions, videos, internet, guest lecturers (if possible), factory visit (if possible). Student involvement in discussions and interpretations of business situations and problems will be fundamental.

14. Assessment scheme

Exams & Group project	Grades
Mid term	24
Report & Presentation	16
Hom work	10
Quizzes	8
Class activity	2
Total	60
Final Exam	40
Total grade	100

15. Student learning outcome:

By the end of the course students are expected to:

1. Have an understanding of the basic concepts of time and crisis management.

2. Explain various theories, processes, and functions of time management.
3. Apply theories in an organizational environment.
4. Identify managerial roles in organizations, and describe elements of time and crisis management in order to face an obstacles in real environment of business.
5. Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the environment.
6. Improve his/her ability in leading a team work for preventing and solving problems in the case of crisis issues.

16. Course Reading List and References:

Book Sources:

- Coombs, W.T., (2014) *Ongoing crisis communication: Planning, managing, and responding*. 1st Edition. Sage Publications.

- Robbins, S., and Coulter, M., (2012) *Management*. 13th Edition. Inc., Publishing as Prentice Hall.

- Coombs, W.T. and Holladay, S.J. eds., (2011) *The handbook of crisis communication* (Vol. 22). John Wiley & Sons.

- Adair, J.E. and Allen, M., (1999) *Time management and personal development*. Thorogood Publishing.

- Adair, J.E. and Thomas, N., (2004) *The John Adair handbook of management and leadership*. Thorogood Publishing Ltd.

- طارق السويدان، محمد اكرم العدلوني، ادارة الوقت، شركة الابداع الخليجي للاستثمار و التدريب، ٢٠٠٤.
- د. بهادین نه‌همه‌د، په‌یوه‌ندییه‌ گشتیییه‌کان و به‌ریوه‌بردنی قه‌یران، چاپخانه‌ی نارین، چاپی یه‌که‌م، هه‌ولیر- کوردستان، ٢٠١٦.

د. ایوب سا‌بیر گه‌لانی، به‌ریوه‌بردنی قه‌یرانه‌کان؛ چه‌مک و ستراتیژ، چاپخانه‌ی هیثی، چاپی دووهم، هه‌ولیر، کوردستان، ٢٠١٩.

Academic Journal Sources:

- Coombs, W.T. and Holladay, J.S., (2012) The paracrisis: The challenges created by publicly managing crisis prevention. *Public Relations Review*, 38(3), pp.408-415.

- Giannantonio, C., and Hurley-Hanson, A., (2011) Frederick Winslow Taylor: reflections on the relevance of the principles of scientific management 100 years later. *Journal of Business and Management*, 17(1), pp.07.

- Malita, L., (2011) Social media time management tools and tips. *Procedia Computer Science*, 3, pp.747-753.

- Wooten, L.P. and James, E.H., (2008) Linking crisis management and leadership competencies: The role of human resource development. *Advances in Developing Human Resources*, 10(3), pp.352-379.

Recommended Additional Resources:

Online sources:

- <http://www.businessweek.com/>
- <http://www.fortune.com/>
- <http://www.online.wsj.com/> (*The Wall Street Journal*)
- <http://www.hbr.org/> (*Harvard Business Review*)

Academic Free Journal Sources:

- <http://www.DOAJ.com/>
- <http://www.Hindawi.com/>
- <http://www.Librarygenesis.com/>
- <http://www.Freebookspot.com/>
- <http://www.bookboon.com/>

17. The Topics:

Lecturer's name

Coursebook

Sabir S. Abdulkhaliq
ex: (2 hrs)
ex: ----

Course Title: **Time and Crisis Management** ناویشانی كۆرسەكە: بەرئۆبەردى كات و قەيران

Weeks	Chapter One: Time Management كات بەرئۆبەردى كات بەشى يەكەم: بەرئۆبەردى كات بەشى يەكەم
Week 1	<ul style="list-style-type: none"> • ناساندنى كۆرسەكە بە قوتايان چەمكى كات گىرنگى كات
Week 2	<ul style="list-style-type: none"> • Characteristics of time تايپەتەندىيەكانى كات..... • Benefits of organizing time سوودەكانى رىكخستنى كات..... • Types of time جورەكانى كات.....

<p>Week 3</p>	<ul style="list-style-type: none"> • Time management به رتوببردنى كات..... • Definitions of time management پىناسهكانى به رتوببردنى كات..... • Importance of time management گرتگى به رتوببردنى كات..... • Recording and analysing of time تۆماركردن و شىكردنهوى كات..... 	
<p>Week 4</p>	<ul style="list-style-type: none"> • Principles of time management به ماکانى به رتوببردنى كات..... • Time based on management theories كات به پىنى بىردۆزهكانى به رتوببردن..... • Management efficiency and activity for time به رتوببردنى كارا و چالاک بۆ كات..... • Types of management based on time شىوازهكانى به رتوببردن به پىنى كات..... 	
<p>Week 5</p>	<ul style="list-style-type: none"> • Time management based on management functions: <p>به رتوببردنى كات به پىنى نهركهكانى به رتوببردن:</p> <ol style="list-style-type: none"> 1. Relationship between time management and planning. پهيوهئدى نيوان به رتوببردنى كات و پلاندايان 2. Relationship between time management and organizing. پهيوهئدى نيوان به رتوببردنى كات و رىكخستن 3. Relationship between time management and directing. پهيوهئدى نيوان به رتوببردنى كات و ئاراستهكردن 4. Relationship between time management and controlling. پهيوهئدى نيوان به رتوببردنى كات و چاودىرى كردن 5. Relationship between time management and deciding. پهيوهئدى نيوان به رتوببردنى كات و برىاردان 6. Relationship between time management and leadership. پهيوهئدى نيوان به رتوببردنى كات و سهرگردايهتى 7. Relationship between time management and training. پهيوهئدى نيوان به رتوببردنى كات و راهىنان 	
<p>Week 6</p>	<ul style="list-style-type: none"> • The Process of Time Management پروسهى به رتوببردنى كات..... <p>يهكهم: پلان First: Plan for Time..... دانان</p> <p>دووم: رىكخستنى كات..... Second: Time Organizing.....</p> <p>سىيهم: چاودىرى..... Third: Controlling.....</p>	
<p>Week 7</p>	<ul style="list-style-type: none"> • Assisting Factors for Efficient in Time Management: <p>هۆكارهكانى يارىدهدهر بۆ كاراىى له به رتوببردنى كات:</p> <ol style="list-style-type: none"> 1. Technical Factors (هۆكارهكانى تهكنىكى ۱.....) 2. Nontechnical Factors (Personal) (هۆكارهكانى ناتهكنىكى كه سىيهمه كان ۲.....) <ul style="list-style-type: none"> • Concept of Time wasting چه مكى به فىرۆچوونى كات..... • Factors of Time Wasting: هۆكارهكانى به فىرۆدانى كات:..... <p>يهكهم: هۆكاره گشتىييه كان..... First: General Factors.....</p> <p>دووم: هۆكاره تاييه تىييه كان..... Second: Special Factors.....</p>	
<p>Week</p>	<ul style="list-style-type: none"> • Control on time wasting چاودىرى دانان له سهر به فىرۆدانى كات..... 	

8	<ul style="list-style-type: none"> • Types of overcoming on time wasting. شیوازمانی زنبوون به سهر کات به فیرودان.
Week 9	<ul style="list-style-type: none"> • Revision: Discussion about Chapter One generally. پیداچوونهوه: گفتوگۆکردن دهرباره ی بهشی یه کهم به شیوهیهکی گشتی.
Week 10	<ul style="list-style-type: none"> • Discussion about group report and presentation. گفتوگۆکردن دهرباره ی راپورت و پیشکه شکردن.
Chapter Two: Crisis Management بهشی دووهم: بهرئوهبردنی قهیران	
Week 11	<ul style="list-style-type: none"> • Concept of time. چه می قهیران..... • Crisis and some other concepts. قهیران و چند چه میکی دیکه..... • Samples of some crisis. نمونه ی چند قهیرانیک.....
Week 12	<ul style="list-style-type: none"> • Characteristics of time. تاییه تمه ندیه کانی قهیران..... • Factors of crisis emergence..... هۆکاره کانی سهره ندانی قهیران
Week 13	<ul style="list-style-type: none"> • The source of crisis. سهرچاوه ی قهیران..... • Types of crisis جوهره کانی قهیران.....
Week 14	<ul style="list-style-type: none"> • Crisis management. بهرئوهبردنی قهیران..... • Requirements of crisis management. پینداویستییه کانی بهرئوهبردنی قهیران..... • Managing through crisis. بهرئوهبردن له ریگای قهیرانه وه.....
Week 15	<ul style="list-style-type: none"> • Crisis management team. تیمی بهرئوهبردنی قهیران..... • Characteristics of team leader in dealing with crisis. تاییه تمه ندیه کانی سه روکی تیمی تاییه ت به مامه نه کردن له گه ل قهیران • Functions of crisis management team. نه رکی تیمی بهرئوهبردنی قهیران..... • Difference between internal and external crisis. جیاوازی نیوان قهیرانی دهرکی و ناوخوی . • Characteristics and deficiency of Crisis management team. تاییه تمه ندی و نه و که موکورتییانه ی له بوونی تیمه کانی بهرئوهبردنی قهیرانه کان دهرده که ون
Week 16	<ul style="list-style-type: none"> • Stages of crisis growth. قوناعه کانی گه شه سهندنی قهیران..... • First: Before (Pre) crisis stage. بهر له قوناعی بهر له قهیران..... • Second: Crisis stage. دووهم: قوناعی قهیرانه که..... • Third: After (Post) crisis stage. سینه م: قوناعی دوا ی قهیران.....

	<p>.....قهيران</p> <ul style="list-style-type: none">گرنكى ليكونينهوه له قوناغهكانى قهيران. Importance of researching on crisis stages. 	
Week 17	<ul style="list-style-type: none"> Strategy and ways of dealing with crisis. ستراتيژيه ت و ريگاي مامه ته كردن له گه ل قهيران. Steps of dealing with crisis as a Team. . ههنگاوكانى هه لسوكهوت كردن له گه ل قهيرانه كان وىكو تيم 	
Week 18	<ul style="list-style-type: none"> Innovation. داهينان..... Types of innovation. جوړهكانى Stages of innovation. قوناغهكانى 	
Week 19	<ul style="list-style-type: none"> Revision: Discussion about Chapter Two generally. پيداچوونهوه: گفتوگوكردن دهرباره ي به شى دووم به شيوه يه كى گشتى. 	
Week 20	Group presentation	
Week 21	Group presentation	
Week 22	<ul style="list-style-type: none"> Discussion about the final exam گفتوگوكردن دهرباره ي تافيكردنه وى كو تايبى 	
18. Practical Topics (If there is any)		
- This lecture does not have a practical issue except to group report and presentation.		Lecturer's name ex: ex:
19. Examinations:		
Q I. Multiple choice: Choose the correct answer?		
1. is not a public time? (a) Indirect time (b) Production time (c) Psychological time (d) Innovation time		
2. is one of the assistant strategy of dealing with crisis? (a) Creating a commission (b) Leader (c) Board of Directors (d) Supervisor.		

Answers: 1. C 2. A

Q II. Short answers:

1. Define Time Management?
2. What is Time Recording ?
3. Write Four (4) advantages of time organization?

Q III. True and false: Correct the False answers?

1. Biology time is related to social phenomenon.
2. Conflict in organization is a type of management crisis.

Answers: 1. False , Social Time 2. True

Q IV. Explanation:

1. What are the functions of crisis management team?
2. Types of overcoming on wasting time?

20. Extra notes:

Teaching Commitment

Lecturer is strongly believes in motivating students through interaction and real world applications. his goal is to teach students how to develop their individual strengths and how to use these skills to their fullest extent no matter what career path they choose.

21. Peer review