

## **ABSTRACT**

The Bachelor thesis concentrates on planning as one of the managing skills. The aim is to find out, in which professional situations, teachers of nursery and primary schools use planning, moreover, the usual subject of their planning and types of plans employed. The theoretical part clarifies and summarizes terms and theoretical findings, on the basis of available bibliography, connected to planning in general, as well as planning of a teacher during a lesson management.

The practical part is the result of a qualitative research which was executed by the method of an interview, two teachers from a nursery school and three teachers of a primary school were interviewed. On the basis of these data, the list of all the activities of a teacher related to planning during a lesson was compiled. Their analysis led to define those that can be considered as managing skills.