

# Functions of Management



• **There are basically five primary functions of management!!** These are:

- 1. Planning:** It is a rational and systematic way of making decisions today that will affect the future of the company.
- 2. Organizing:** Organizing requires a formal structure of authority and the direction and flow of such authority through which work subdivisions are defined.
- 3. Staffing:** Staffing is the function of hiring a suitable work-force for the enterprise both at managerial as well as non-managerial levels.
- 4. Directing:** The directing function is concerned with leadership, communication, motivation and supervision so that the employees perform their activities in the most efficient manner possible, in order to achieve the desired goals.
- 5. Controlling:** The function of control consists of those activities that are undertaken to ensure that the events do not deviate from the pre-arranged plans.

# The Roles of Manager

Category	Roles
Interpersonal	Figurehead Leader Liaison
Informational	Monitor Disseminator Spokesperson
Decisional	Entrepreneur Disturbance Handler Resource Allocator Negotiator

## Interpersonal Category

The managerial roles in this category involve **providing** information and ideas.

**\*Figurehead \* Leader \* Liaison**

## Informational Category

The managerial roles in this category involve **processing** information.

**\*Monitor \* Disseminator \* Spokesperson**

## Decisional Category

The managerial roles in this category involve **using** information.

**\*Entrepreneur \*Disturbance Handler \*Resource Allocator \*Negotiator**

# Building Basic Skills in Management and Leadership



# 7 Keys to Becoming a Effective Leader

1. Delegate wisely
2. Set goals
3. Communicate
4. Make time for employees
5. Recognize achievements
6. Think about lasting solutions
7. Don't take It all too seriously

# Skills Of Management

- Problem Solving and Decision Making
- Planning
- Delegation
- Internal Communications
- Meeting Management
- Managing Yourself