

Introduction to management

Management is the process of directing other people's efforts to achieve goals. Similar to how the mind orchestrates and controls all of a person's activities, management orchestrates and controls the various organisational members' activities.

Functions of Management

As per modern view, management consist of 5 functions :Planning, Organizing, Staffing, Directing and Controlling.

As per Henry Fayol, management consist of 5 functions namely planning, organizing, commanding, coordinating, and controlling.

- (a) Planning: It entails figuring out what the organization's goals are. It also pertains to the what, how, and when that must be done.
- (b) Organizing is a process which involves:
 - Identification of activities.
 - Classification of grouping of activities.
 - Assignment of duties.
 - Delegation of authority and creation of responsibility.
 - Coordinating authority and responsibility relationships.
- (c) Staffing: It encompasses such things as planning for human resources, hiring, training, evaluating employees' performance, paying them fairly, and promoting them.
- (d) Directing: It is focused on interacting with others. Supervision, inspiration, leadership, and communication are components of direction.
- (e) Controlling: It entails evaluating performance against standards and, if necessary, making adjustments to ensure organisational objectives are met.

Nature of Management Functions

1. Interrelated and without a predetermined order of performance: Management is an integrated process made up of five functions. The execution of these functions is not constrained by any set order. A manager needs to do all of these things at once.
2. Universal: A manager, no matter what level he or she is at in the organisation, must carry out all of these responsibilities.
3. Iterative Quality: Because these functions are interdependent, they have an iterative quality. The staffing function, for instance, might engage in planning, organising, directing, and controlling activities.
4. Equal Importance: Although the mix of management responsibilities may vary from level to level of management, nearly all management functions are equally significant.

Levels of Management

1. **Top Management:** It is related to setting basic goals or objectives and Expanding or contracting activities. Top management include Owners, Shareholders, Chief executives etc.

2. Upper Middle management: It contributes to activities like

- Installing different departments
- Designing operating policies and routines
- Assigning duties to their subordinates

Upper middle management includes Production executives, sales executives, etc.

3. Middle Management: Middle management works on

- achieving coordination between different parts of the organization
- conducting training for employee development
- building an efficient company team spirit

Middle management includes Branch Managers, Superintendent, etc.

4. Lower Management: The role of lower management is to supervise workers, impart instruction and develop/improve work methods operations.

Lower management includes Foremen, Supervisors or charge-hands, etc.

5. Operating Force of Rank and file workmen: Its role is to work independently or under the guidance of a 'supervisor'.

The Operating Force consists of Rank and file workmen, Skilled and Semi-skilled workers, etc.

Along with this, different areas of the management field require differently characterized management. So, management has various characteristics.

MCQ for practice:

Q1. Who has given that management is planning, organizing, commanding, coordinating, and controlling?

- (a) Henry fayol
- (b) Robert Katz
- (c) Taylor
- (d) A and b
- (e) A and c

Q2. Which statement is incorrect?

- (a) Management is an integrated process made up of five functions
- (b) Management is universal
- (c) All steps of management are iterative
- (d) Organizing is planning for human resources, hiring, training, evaluating employees' performance, paying them fairly, and promoting them.
- (e) None

Ans(d)