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Section: C

Ans. to the ques. no. 1

A. False

B. False

C. True

D. True

Ans. to the ques no 2

Manager is someone who co-ordinate and oversees the work of other people so that organization goals and objectives can be accomplished. So,

From the definition of a manager we can understand that he/she manage the workers and plan for achieve the target goal.

There are three levels of management and one is from non-management.

1. First line Manager
2. Middle - Managers
3. Top managers.

☐ First line Manager: The manager who manage the work of non-managerial employees.

☐ Middle Manager: The manager who work of first line manager

☐ Top Manager: The manager who responsible for making organization-wide decision and establishing

plans and goals that affect the whole organization.

Exp: In the bank, there have a person who monitors the workers. He/she is the first line manager. Then there have a branch manager in every sector of bank. He/she manages the ~~first line~~ ^{middle} manager. Then the MD who makes important decision and manage the middle manager who is the top manager. Middle manager inform to the top manager.

Ans. to the ques. no. 3

Henri Fayol gives four function for every management sector. Those are so important. They are;

- a) Planning
- b) Organizing
- c) Leading
- d) Controlling

a) Planning:

Planning is the process used by managers to identify and select appropriate goals and courses of action.

As: A company need a lot of planning. Manager will control that fact. Only goal is not yet. Which goal should be pursued, how should the goal be attained, how should resources be allocated.

b) Organizing:

Managers make arrangement and structuring of works to help members to work together.

Like as, in a company managers will decide what tasks are to do, who to do, how the tasks are to be grouped, line of authority etc. Those are so important for a organization.

c) Leading:

For a manager this function is so important.

In this case, managers provides direction and help employees understand the role.

Like in a company, for the employee, motivation is so important. Manager will motivate employee, they will hiring, influence action etc.

d) Controlling:

Managers evaluate ~~wt~~ how well the organization is achieving its goals and takes corrective action to improve performance.

As, managers will monitor, compare and correct to determine if desired performance has to be reached. This will so important for a company.