

# UNIT ONE

## – Part One

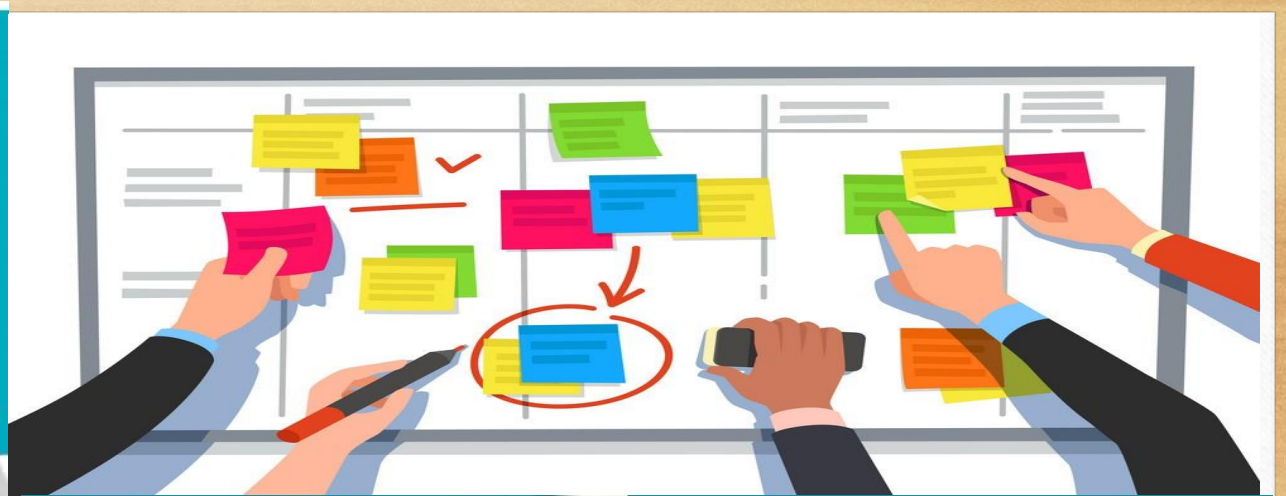
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# MANAGEMENT T

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- ✓ Team work
- ✓ Tasks
- ✓ Time
- ✓ Tactics
- ✓ Transparent
- ✓ Tools
- ✓ Tracking
- ✓ Testing
- ✓ Target









# • MANAGE Men T

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- ✓ Men/Women
- ✓ Material
- ✓ Machines
- ✓ Methods
- ✓ Money
- ✓ Minute
- ✓ Measurement

# Organization- The Individual and the Organization

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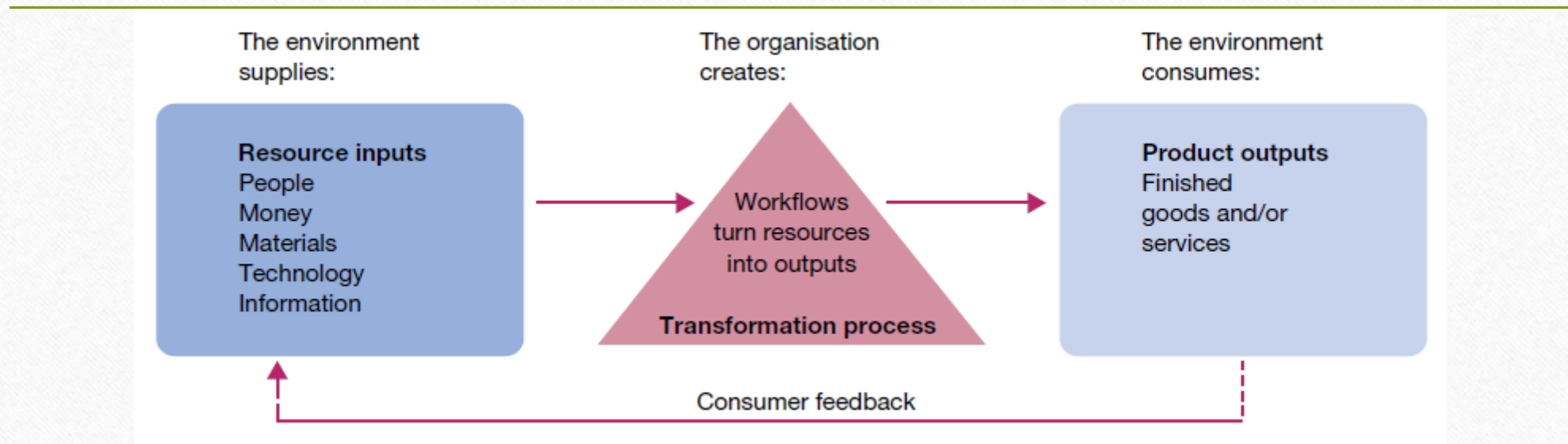
- A consciously coordinated social unit, composed of two or more people, that functions on a relatively continuous basis to achieve a common goal or set of goals.
- An organization is a collection of people working together to achieve a common purpose. It is a unique social phenomenon that enables its members to perform tasks far beyond the reach of individual accomplishment.

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- *Common Characteristics of Organizations*

- Have a distinct purpose (goal)
- Are composed of people
- Have a deliberate structure







# *The changing nature of organizations*

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- Pre-eminence of technology.
- Demise of 'command-and-control'.
- Focus on speed.
- Adoption of networking.
- Belief in empowerment.
- Emphasis on teamwork.
- New workforce expectations.
- Concern for work–life balance.

# The Changing Organization

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## **Traditional**

- Stable
- Inflexible
- Job-focused
- Work is defined by job positions
- Individual-oriented
- Permanent jobs
- Command-oriented
- Managers always make decisions
- Rule-oriented
- Relatively homogeneous workforce
- Workdays defined as 9 to 5
- Hierarchical relationships
- Work at organizational facility during specific hours

## **New Organization**

- Dynamic
- Flexible
- Skills-focused
- Work is defined in terms of tasks to be done
- Team-oriented
- Temporary jobs
- Involvement-oriented
- Employees participate in decision making
- Customer-oriented
- Diverse workforce
- Workdays have no time boundaries
- Lateral and networked relationships
- Work anywhere, anytime



# Management- Primary Functions of Management

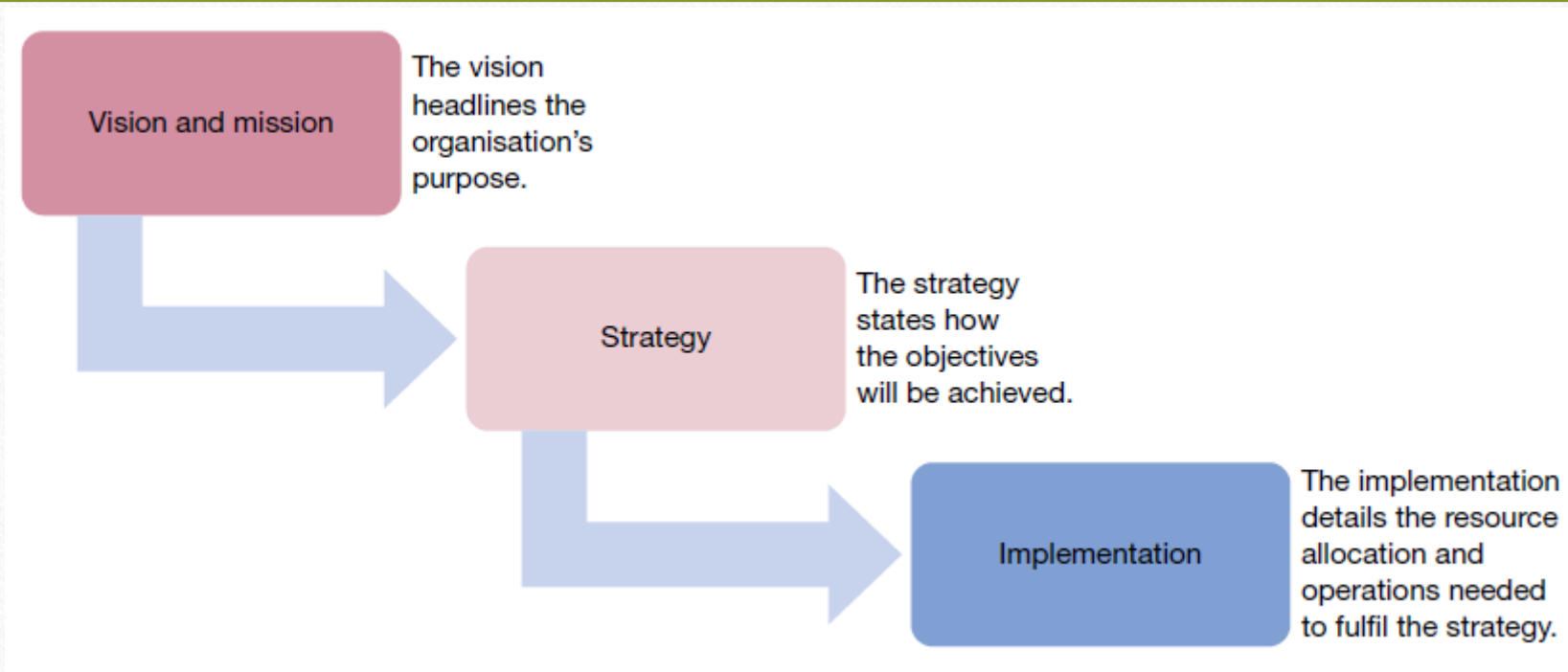
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- *Management is the process of designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims*

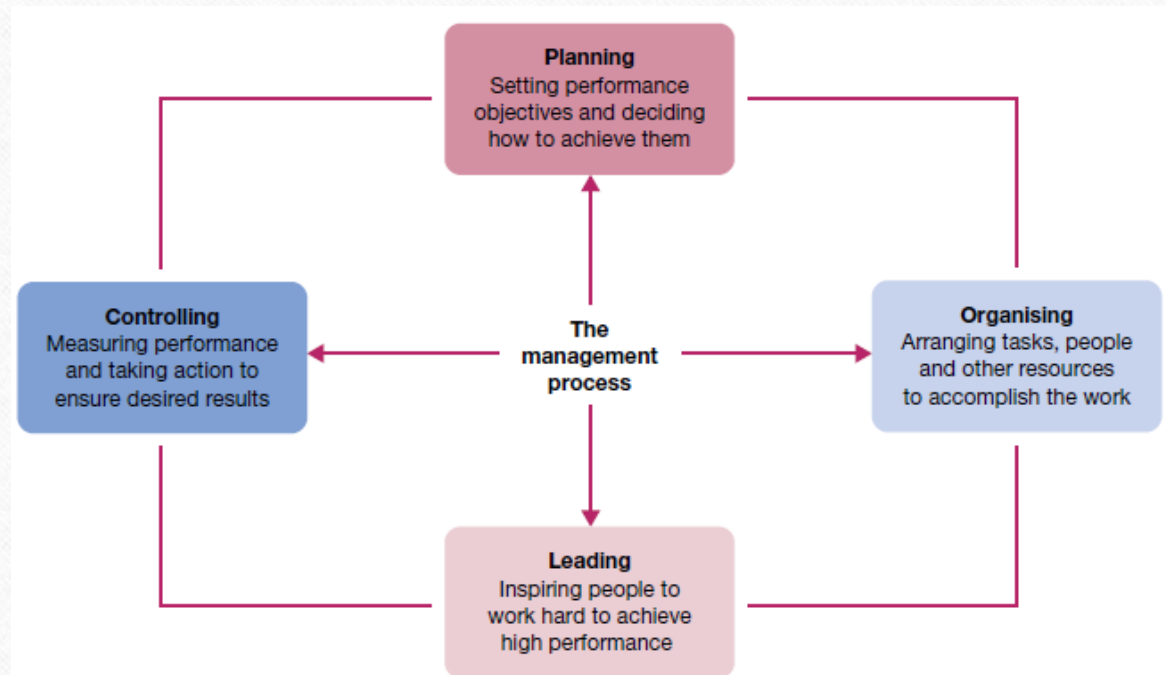
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- Van Fleet and Peterson define management, ‘as a set of activities directed at the efficient and effective utilization of resources in the pursuit of one or more goals.’
  - to Harold Koontz, ‘Management is an art of getting things done through and with the people in formally organized groups. It is an art of creating an environment in which people can perform and individuals and can co-operate towards attainment of group goals.’



# Process of Management



# Functions of Management





# Functional Approach

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## **Planning**

- A process that includes defining goals, establishing strategy, and developing plans to coordinate activities.

## **Organizing**

- Determining what tasks are to be done, who is to do them, how the tasks are to be grouped, who reports to whom, and where decisions are to be made.

## **Leading**

- A function that includes motivating employees, directing others, selecting the most effective communication channels, and resolving conflicts.

## **Controlling**

- Monitoring activities to ensure they are being accomplished as planned and correcting any significant deviations.