

UNIT ONE – Part Two

Features of Management

- **Management is Goal-Oriented**
- **Management integrates Human, Physical and Financial Resources**
- **Management is Continuous**
- **Management is all Pervasive**
- **Management is a Group Activity**

Importance of management

- It helps in Achieving Group Goals
- Optimum Utilization of Resources
- Reduces Costs
- Establishes Sound Organization
- Establishes Equilibrium
- Essentials for Prosperity of Society

FAYOL's PRINCIPLE OF MANAGEMENT

1. Division of work

2. Authority and responsibility

3. Discipline

4. Unity of command

5. Unity of direction

6. Subordination of individual interest to the common good

7. Remuneration of personnel

8. Centralization

9. Scalar chain

10. Order

11. Equity

12. Stability

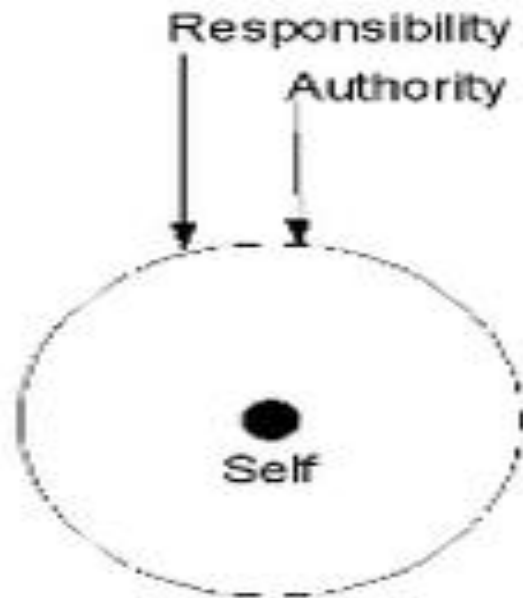
13. Initiative

14. Esprit de corps

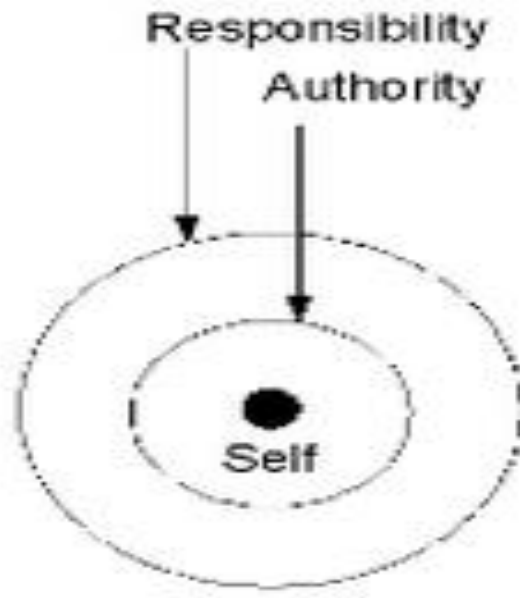
Division of work



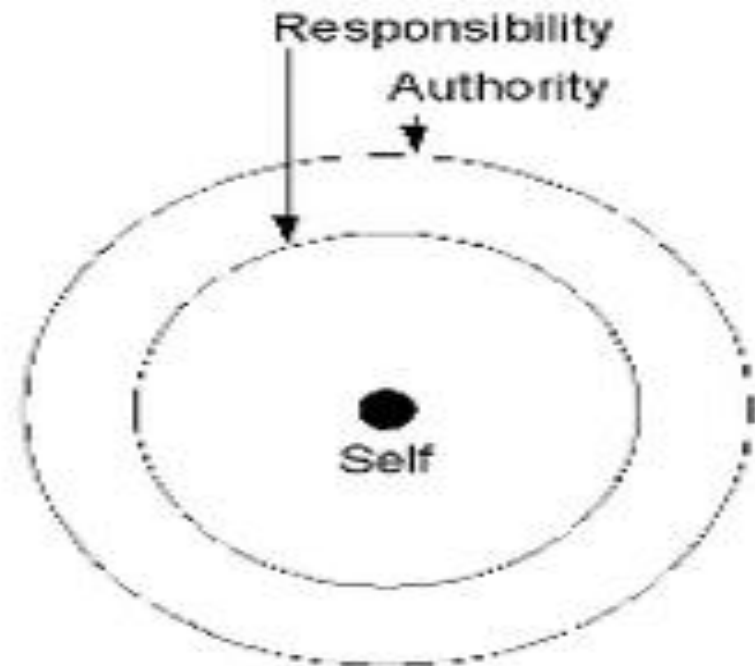
Authority & Responsibility



Balanced



Compliant



Controlling

Discipline



Unity of Command & Direction



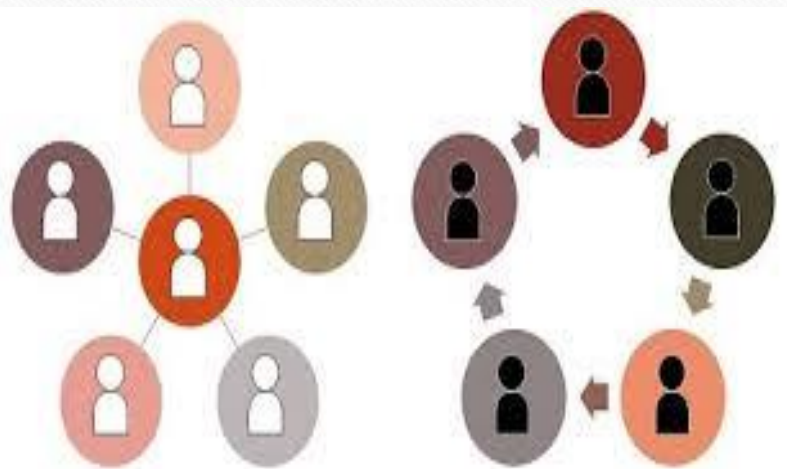
SUBORDINATION OF INDIVIDUAL INTERESTS TO THE COMMON INTEREST



Remuneration



Centralization & Scalar chain



CENTRALIZATION VS DECENTRALIZATION



Order



Equity & Stability



Initiative & Team spirit



Types of Managers- Role of managers

Manager

- Someone who works with and through other people by coordinating their work activities in order to accomplish organizational goals

Board of directors

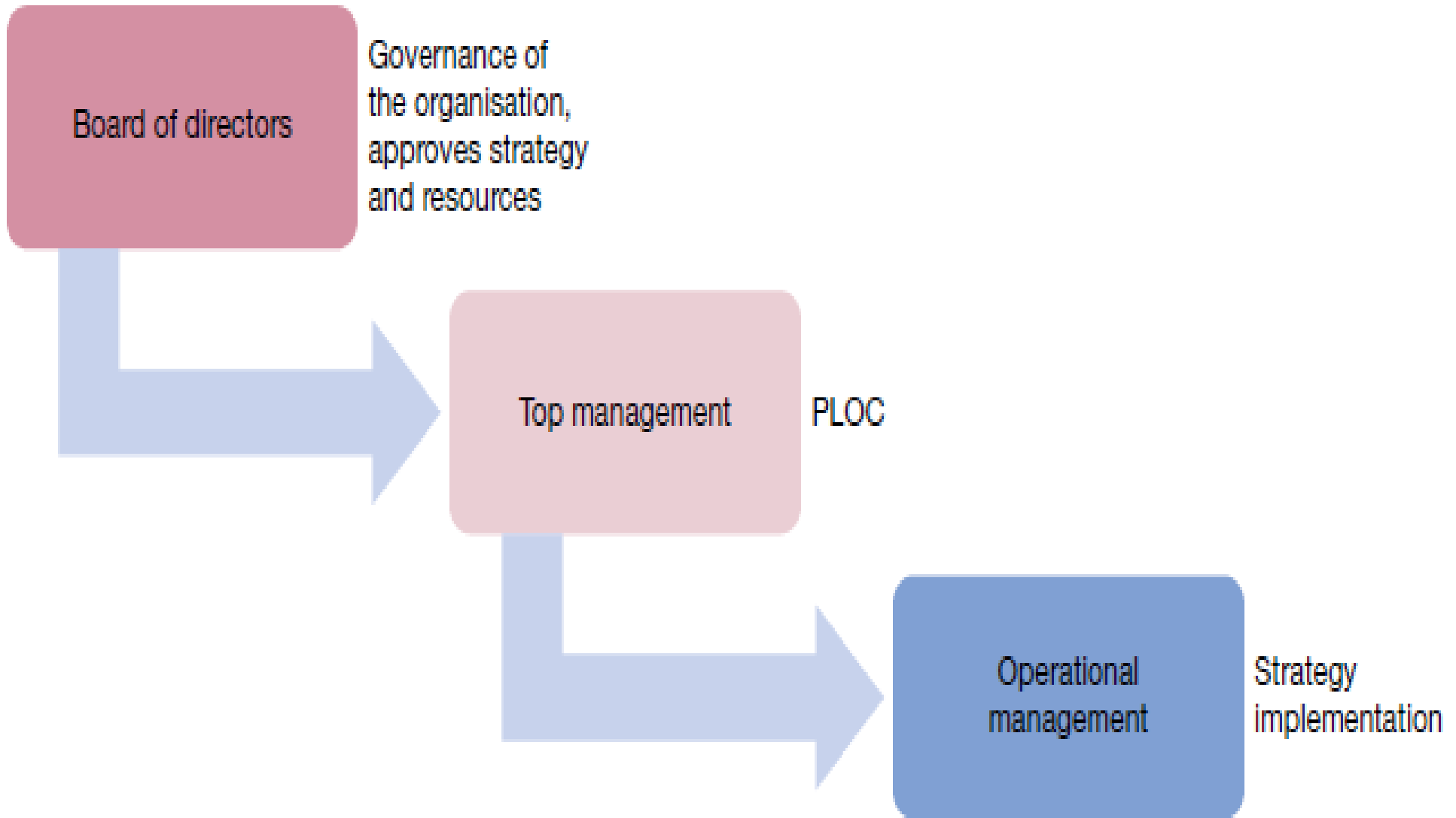
Governance of
the organisation,
approves strategy
and resources

Top management

PLOC

Operational
management

Strategy
implementation



Skills and Managerial levels

**Lower-level
managers**

**Middle-level
managers**

**Top-level
managers**

Conceptual skills — the ability to think analytically and achieve integrative problem solving

Human skills — the ability to work well in cooperation with other people

Technical skills — the ability to apply expertise and perform a special task with proficiency

Types of managers

- **Line managers**
- **Staff managers**
- **Functional managers**
- **General managers**
- **Administrators**



Mintzberg's Management Roles Approach

Interpersonal roles

How a manager interacts with other people

- Figurehead
- Leader
- Liaison

Informational roles

How a manager exchanges and processes information

- Monitor
- Disseminator
- Spokesperson

Decisional roles

How a manager uses information in decision-making

- Entrepreneur
- Disturbance handler
- Resource allocator
- Negotiator