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Assignment 1

Levels of Management in My University

1. levels of Management in my University  
   A. Planning B. Organizing C. Staffing D. Directing F. Controlling :  
     
   **A planning:** It determines the direction of any organization. It involves an in-depth analysis of market trends and developing actions and plans based on them. Basically, this means setting goals and developing effective ways to achieve them.  
     
    **B Organizing :**  
   It establishes permissions, divides workloads, assigns responsibilities, groups tasks, and allocates resources. Divide tasks into departments and allocate the resources needed to complete them  
     
   **C Staffing**:   
   It is the smallest unit in management, and all matters are done by it. This management function ensures that the right people are available to complete tasks when the organization needs them. It is also known as the human resources function and involves recruitment, placement, selection and training  
     
   **D Directing :**  
    it is mainly reflected in the leadership guiding the team to the right direction and the leadership's motivation and encouragement to employees. Working in a positive motivating and encouraging environment brings out the best in people.
2. **F Controlling :**  
    it is mainly embodied in the control of a reference quantity correction to the reference line. Control functions include establishing performance standards, measuring performance, and comparing it with established standards. Every good organization sets a performance benchmark that must be met. Controlling this is a management function .