

Function of Management

At the most fundamental level, management is a discipline that consists of a set of five general functions:

(i) Planning (ii) Organizing (iii) Staffing (iv) Leading and (v) Controlling.

These five functions are part of a body of practices and theories on how to be a successful manager.

- Planning: It is the basic function of management.

Planning is deciding in advance - what to do, when to do, how to do. It bridges the ~~gap~~ gap from where we are & where we want to be.

- Organizing: It is the process of bringing together physical, financial and human resources and developing productive relationship amongst them for achievement of organizational goals.

• Staffing: It is ^{the} function of manning the organization structure and keeping it manned. The main purpose of staffing is to put right man on right job.

• Directing: Direction deals directly with influencing, guiding, supervising, motivating sub-ordinate for the achievement of organizational goals. It has following elements: Supervision, Motivation, Leadership, Communication.

~~Staffing~~

• Controlling: Controlling is the process of checking whether or not proper progress is being made towards the objectives and goals and acting if necessary, to correct any deviation.

Management as a System:

