

Hello, I am Raj Chourasiya. Welcome To Our Website Text To Hal) Four functions of Management- Planning, Controlling, Organizing and Leading.

The four functions of management are planning, organizing, leading and controlling. In order to be a successful manager, you must do all four while managing your work and team. These are the foundations of any professional managerial position. On top of this, there are other skills and specialized knowledge related specifically to the job you manage.

The concept of how management should interact with personnel was first codified by Henri Fayol, a French mining engineer. He developed a general theory of business administration and management functions, which developed into the four functions of management.

Function 1: Planning

The first of the four functions of management is planning: you can't manage your work until you have

a planning process. This means understanding your goals and objectives, which is the start of strategic planning. Having a strategic or tactical plan is how you get from point A to point B.

Of course, tactical planning is more than just getting from one place to another. There's operational planning, which involves identifying and assigning resources, both in terms of personnel and materials. That means assembling a team and being able to allocate resources, such as the equipment they need to execute the work.

There's also organizing your tasks, prioritizing them and giving each a deadline and duration. The plan includes adding tasks to a timeline to schedule your work. Then, you have to keep updated on your team's progress and performance and, if they're not meeting benchmarks, adjust your plan to get back on track.

Function 2: Organizing

Organization falls on every aspect of a manager's

responsibility. You can't manage teams successfully without having some kind of organization. When you prioritize tasks in planning, you keep your organization in detail.

In terms of the larger picture when it comes to organization, a manager is responsible for making sure their company, department or project is running smoothly. This is done by creating internal processes and structures, as well as understanding your team or employees so you can place them where they're best suited. Managers not only have to keep their work organized but also manage the operation of their department and the people therein.

That doesn't mean a manager is only delegating tasks and making sure those working under them have the resources they need to accomplish their tasks. They must keep an eye on the processes and structures they employ and adjust them as needed to make sure they're working efficiently and keeping everyone productive. This organizing function is essential, which is why it's one of the essential functions of

management.

Function 3: Leading

Leading is about having the skills, communication aptitude and ability to motivate those you manage. Leadership is a critical role for anyone in management, which is why it's one of the four functions of management. If you can't lead, regardless of your leadership style, you're not going to be a successful manager. It's all about building trust with your team.

Leadership skills include conflict resolution. When you're managing a diverse group, there will be conflicts that can delay tasks and cost your organization money. The better you are at identifying and resolving these conflicts, the better your management is.

Function 4: Controlling

The controlling function involves monitoring and tracking progress and performance to help when making decisions in a work environment. You can plan, organize and lead to your heart's content, but if you're not monitoring the quality of work of

your employees, you're going to be in trouble. If you need help with the controlling process, try our free dashboard template.

Beyond progress, performance and quality, the controlling process also includes how efficiently they're doing their jobs and how reliable they are when taking on their tasks. Another term for this is control management and quality management. It's a part of any decision-making process. You can't make an insightful choice without good data to support it.

2) Line and Staff Relationship.

line-staff organization, in management, approach in which authorities (e.g., managers) establish goals and directives that are then fulfilled by staff and other workers. A line-staff organizational structure attempts to render a large and complex enterprise more flexible without sacrificing managerial authority.

Line groups are engaged in tasks that constitute the technical core of the firm or the subunit of a

larger enterprise. They are directly involved in accomplishing the primary objective of the enterprise. In manufacturing, line groups engage in work related to production. In the service sector, the line group is responsible for its customers. Line groups have final decision-making authority regarding technical organizational purposes.

Staff groups are engaged in tasks that provide support for line groups. They consist of advisory (legal), service (human resources), or control (accounting) groups. Staff groups support those engaged in the central productive activity of the enterprise. Thus, staff groups create the infrastructure of the organization. Human resources, information technologies, and finance are infrastructural functions. Staff groups provide analysis, research, counsel, monitoring, evaluation, and other activities that would otherwise reduce organizational efficiency if carried out by personnel in line groups. Staff groups are therefore responsible to their appropriate line

units.

Although line and staff may operate at different levels of an organization, all positions are defined relative to their line or staff function. Differentiating line and staff functions is straightforward in that it involves identifying the beneficiaries of the activity, product, or service. If the beneficiaries are employees, then it is a staff function. Otherwise, the activity is related to the line organization.

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