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**Fundamentals of management**

**SUMMARY OF CHAPTER # 1**

**Introduction to Management and Organizations**

Management involves coordinating and overseeing the work activities of others so that their activities are completed efficiently and effectively. Managers are the people who plans, organizes, leads, and controls the individuals, resources, and work processes of an organization so that the organization can achieve its objectives and goals. We can define managers as; a manager is always “responsible for contribution.” Second, managers always get things done through other people. The third aspect of management refers to what managers actually do. Managers are involved in planning, which is setting goals and deciding on courses of action, developing rules and procedures, developing plans, and forecasting. Also, managers are involved in organizing, which involves identifying jobs to be done, hiring people to do them, establishing departments, delegating or pushing authority down to subordinates, establishing a chain of command, and coordinating the work of subordinates. Also, managers are involved in leading, which requires influencing other people to get the job done, maintaining morale, molding company culture, and managing conflicts and communication. Finally, managers are involved in controlling, which involves setting standards, comparing actual performance with these standards, and then taking corrective action as required.

While this may seem like a great deal of responsibility and accountability for just one person to have, much like an onion, there are several layers of management. The roles and responsibilities a particular manager has correlates to their position in the organization. There are typically 3 levels of management.

First is top management, It is made up of senior-level executives of an organization, they are responsible for setting the overall direction of a company and making sure that major organizational objectives are achieved. Their leadership role can extend over the entire organization or for specific divisions such as finance, marketing, human resources, or operations.

Second is middle level management. they report to top level managers and serve as head of departments, they are the bridge between top level managers and other organization members. They usually are developing and implementing strategic actions plans needed to achieve the organiztational goals to achieve set by top management.

Third is first line managers, the lowest level of management who manage the work of non-managerial employees and typically are directly or indirectly involved with producing the organization’s products or servicing the organization’s customers.

There are different functions of management, Planning, It defines goals, setting goals, developing plans and strategy to coordinate activities. Organizing, it is about Deciding what needs to be done, and how and who will do it.

Leading, It is about working with people and through people to accomplish goals.  
Controlling, It is about Monitoring activities, to ensure reached as planned

Roles are specific actions or behaviors expected of a manager. According to Mintzberg, there are 3 roles of a manager. First is interpersonal managers, it involves people and other

ceremonial/symbolic duties. Second is informational, which

involve collecting, receiving, and disseminating information. The third and the last one is decision roles, which involve making choices (entrepreneur, disturbance

handler, resource allocator, and negotiator).

A deliberate arrangement of people to accomplish some specific purpose, controlled by its management is called organization. A good organization has the following 3 aspects: Distinct purpose, deliberate structure and people.

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