

## Learning Guide Unit 1

**Overview**

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**UNIT 1: Functions, Skills, and Personality of Managers**

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**Topics**

- Managers and the nature of their work
  - Planning-Organizing-Leading-Controlling (P-O-L-C) functions
  - Roles of personality and values in determining work behaviors
  - Work attitudes that affect organizational behavior
  - Concept of person-organization fit and its significance on work behaviors
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**Learning Objectives**

By the end of this unit, you will be able to:

1. Examine management functions and their characteristics
2. Identify skills and practices related to personal and organizational management
3. Explain the concepts of personality and values in determining workplace behaviors
4. Discuss important managerial behaviors for organizational success