

Management ::

Date: _____

Management and Organizations

Management is all about doing the things right.
A manager is someone who coordinates and oversees the work of other people so that organizational goals can be accomplished.

Types of Managers:

Top managers:

Managers at or near the upper levels of the organization structure who are responsible for making organization-wide decisions and establishing the goals and plans that affect the entire organization.

Middle managers:

Managers between the lowest level and top level of the organization who manage the work of first-line managers.

First-line managers:

Managers at the lowest level of management who manage the work of nonmanagerial employees.

Management Functions:

Planning:

Setting goals, establishing strategies and developing plans to coordinate activities.

Staffing: how to come up with the right strategies

Organizing: Chain of Command (no head count)
Determining what needs to be done, how it will be done, and who is to do it.

Leading: Span of Control (Direct report under, on supervisor)
Leading any other actions involved in dealing with people.

Controlling: Monitoring activities to ensure that the are accomplished as planned.

Mintzberg's Managerial Role

1) Manager Interpersonal Roles.

Interpersonal roles are one that involves people (subordinate and person outside the organization) and other duties that are ceremonial and symbolic in nature.

Interpersonal Roles:

- 1) Figurehead
- 2) Leader
- 3) Liaison.

2) Informational Roles

The informational roles involve collecting, receiving and disseminating information.

Human Skills:

The ability to work well with other people individually and in a group.

Technical Skills:

Job specific knowledge and technical techniques needed to proficiently perform work tasks.

Management:

Is all about doing the things right.

Things:

- system
- process
- structures

Management → Efficient.

Leaders → Effectiveness.

Employee Engagement:

→ Physical

→ Emotional

→ Cognitive

Taylor's Scientific Management Principles

- 1) Develop a science for each element of an individual's work to replace old rule of thumb method.
- 2) Scientifically select and then train, teach and develop the worker.
- 3) Heartily cooperate with the workers so as to ensure that all work is done in accordance with the principles of the science that has been developed.
- 4) Divide work and responsibility almost equally b/w management and workers.

14 Principles of Management

- 1) Division of work
Specialization increases output by making employees more efficient.

2) Authority

Managers must be able to give orders, and authority gives them this right.

3) Discipline:

Employees must obey and respect the rules that govern the organization

4) Unity of Command

Every employee should receive orders from only one superior.

2) Stability of tenure of Personnel Management should provide orderly personnel planning and ensure that replacement are available to fill vacancies.

3) Incentive

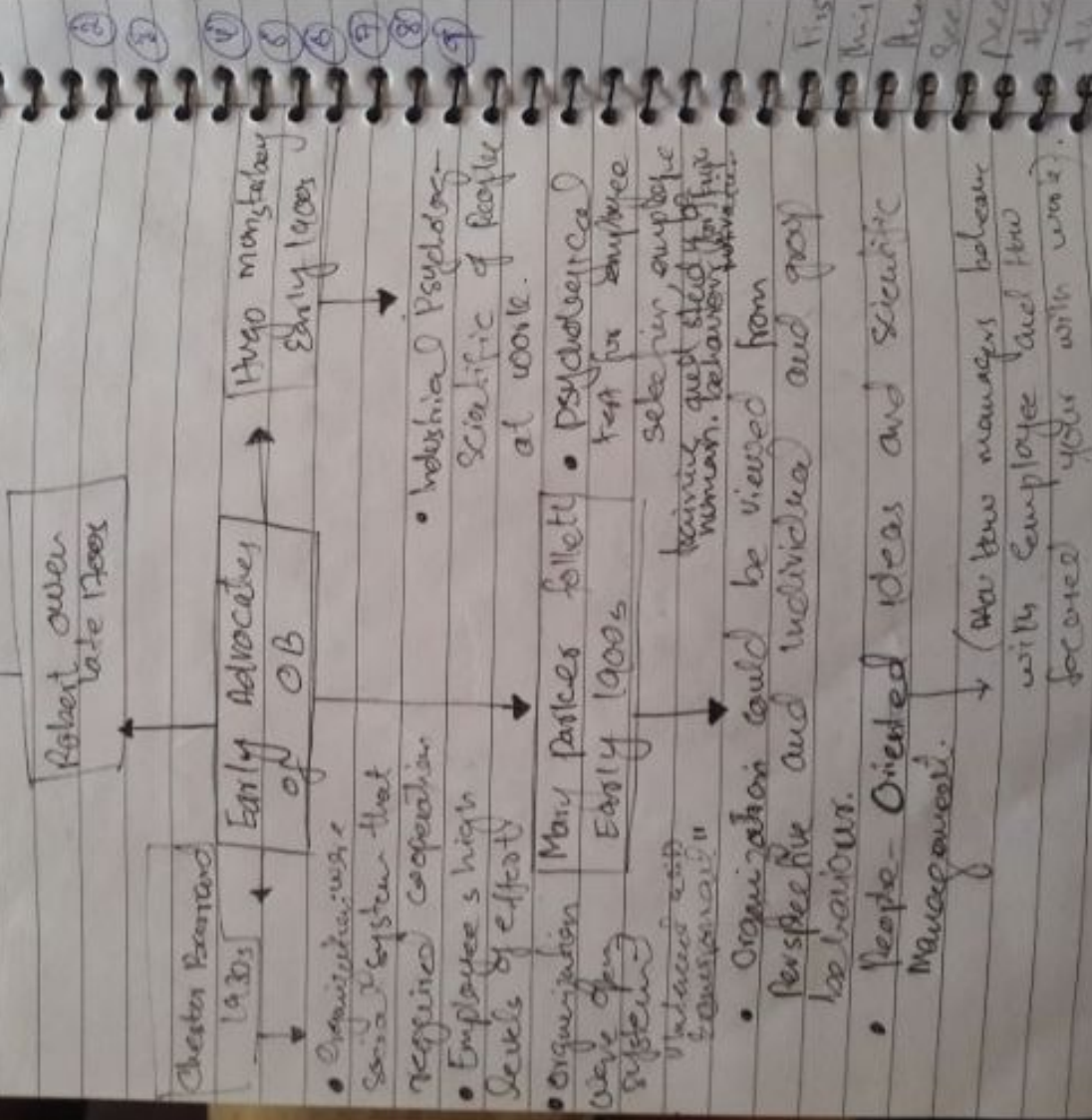
Employees who are allowed to originate and carry out plans will exert high levels of effort.

4) Spirit the Corps.

Promoting team spirit will build harmony and unity within the organization.

• good in a great mechanism

- Concerned about deplorable working conditions
- Idealistic work place



Universal need of management

