

→ Functions of Management →

→ Planning →

The planning works out in broad outlines the things that need to be done, the methods of doing them in an orderly manner

→ Organising →

Organising means a structure created to give successful form of all combined efforts

→ Staffing →

In staffing the manager ~~finds~~ finds the right man for right job, trains the whole staff

→ Directing →

Directing is a process that involves decision making ~~and~~ giving necessary instruction for work

→ Controlling →

Controlling function ensures
whether everything occurs
in conformity with the plan
adopted