

## **Session- 1 Assignment**

### **What is Basic Management Functions?**

Regardless of level or area, management involves the four basic functions of planning and decision making, organizing, leading, and controlling. This book is organized around these basic functions.

### **Planning and Decision Making**

In its simplest form, planning means setting an organization's goals and deciding how best to achieve them. Decision making, a part of the planning process, involves selecting a course of action from a set of alternatives. Planning and decision making help maintain managerial effectiveness by serving as guides for future activities. Part 11 of this book is devoted to planning and decision making

### **Organizing**

Once a manager has set goals and developed a workable plan, the next management function is to organize people and the other resources necessary to carry out the plan. Specifically, organizing involves determining how activities and resources are to be grouped. Although some people equate this function with the creation of an organization chart, we will see in Part III of this book that it is actually much more.

### **Leading**

The third basic managerial function is leading. Some people consider leading to be both the most important and the most challenging of all managerial activities. Leading is the set of processes used to get people to work together to advance the interests of the organization. For example, Howard Schultz's leadership skills have clearly played an important role in the success of Starbucks. We cover the leading function in detail in Part IV.

### **Describe The Fundamental Management Skills?**

To carry out these management functions properly, managers rely on a number of specific skills. The most important management skills are technical interpersonal, conceptual, diagnostic, communication, decision-making, and time-management skills.

#### **Technical Skills**

Technical skills are the skills necessary to accomplish or understand the specific kind of work being done in an organization. Technical skills are especially important for first-line managers. These managers spend much of their time training subordinates and answering questions about work-related problems. First-line managers must know how to perform the tasks assigned to those they supervise if they are to be effective managers.

#### **Interpersonal Skills**

Managers spend considerable time interacting with people both inside and outside the organization. For obvious reasons, then, the manager also needs interpersonal skills-the ability to communicate with, understand, and motivate individuals and groups. As a manager climbs the organizational ladder, she must be able to get along with subordinates, peers, and those at higher levels of the organization. Because of the multitude of roles managers must fulfill, a manager must also be able to work with suppliers, customers, investors, and others outside of the organization.