

Session- 1 Assignment

What is Basic Management 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.

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.