

# NATURE AND CHARACTERISTICS OF MANAGEMENT

- ▶ IT SHOULD BE APPLICABLE TO ALL KINDS OF ORGANIZATIONS.
- ▶ IT SHOULD HAVE WELL DEFINED GOALS, AND EFFECTIVE MEANS TO ACCOMPLISH THE GOALS.
- ▶ IT SHOULD HAVE GOOD PLANNING, ORGANIZING, STAFFING, DIRECTING AND CONTROLLING FUNCTIONS.
- ▶ IT SHOULD BE RESPONSIVE TO MANY EXTERNAL ELEMENTS LIKE ECONOMIC, TECHNOLOGICAL, SOCIAL, POLITICAL AND ETHICAL FACTORS THAT AFFECT THE AREAS OF OPERATIONS.
- ▶ IT SHOULD BE STABLE, TRANSPARENT, SIMPLE AND EFFECTIVE.

# Management Functions or the Process of Management

- ▶ Planning.: What should be done?, Preparing for the future.
- ▶ Decide about business objectives and method of achieving it.
- ▶ Planning carried out at all levels.
- ▶ Organising: Provide everything which is useful to the organization.
- ▶ Personnel, raw materials, tools, capital (human organization and material organization).
- ▶ Staffing: Right person for the right job.

# Controlling

- ▶ Establishing standards of performance.
- ▶ Measuring current performance and comparing it against the established standards.
- ▶ Taking action to correct any performance that does not meet the standards.



You



# Directing

- ▶ This function is known by various names “leading, “directing”, “ Motivating”, actuating ...ETC...
- ▶ Directing involves three sub functions -Communications, leadership and motivation.
- ▶ Financial motivation takes the form of salary, bonus, profit sharing, etc
- ▶ Non financial motivation takes the form job security, opportunity for advancements, recognition, praise etc.



You



# INNOVATION

- ▶ It is not only necessary for an organization to grow bigger, but also better.
- ▶ Innovation means creating new ideas which may result in the development of new products/services or finding new uses for the old products.
- ▶ Sometimes innovation is considered not as function but part of planning.

