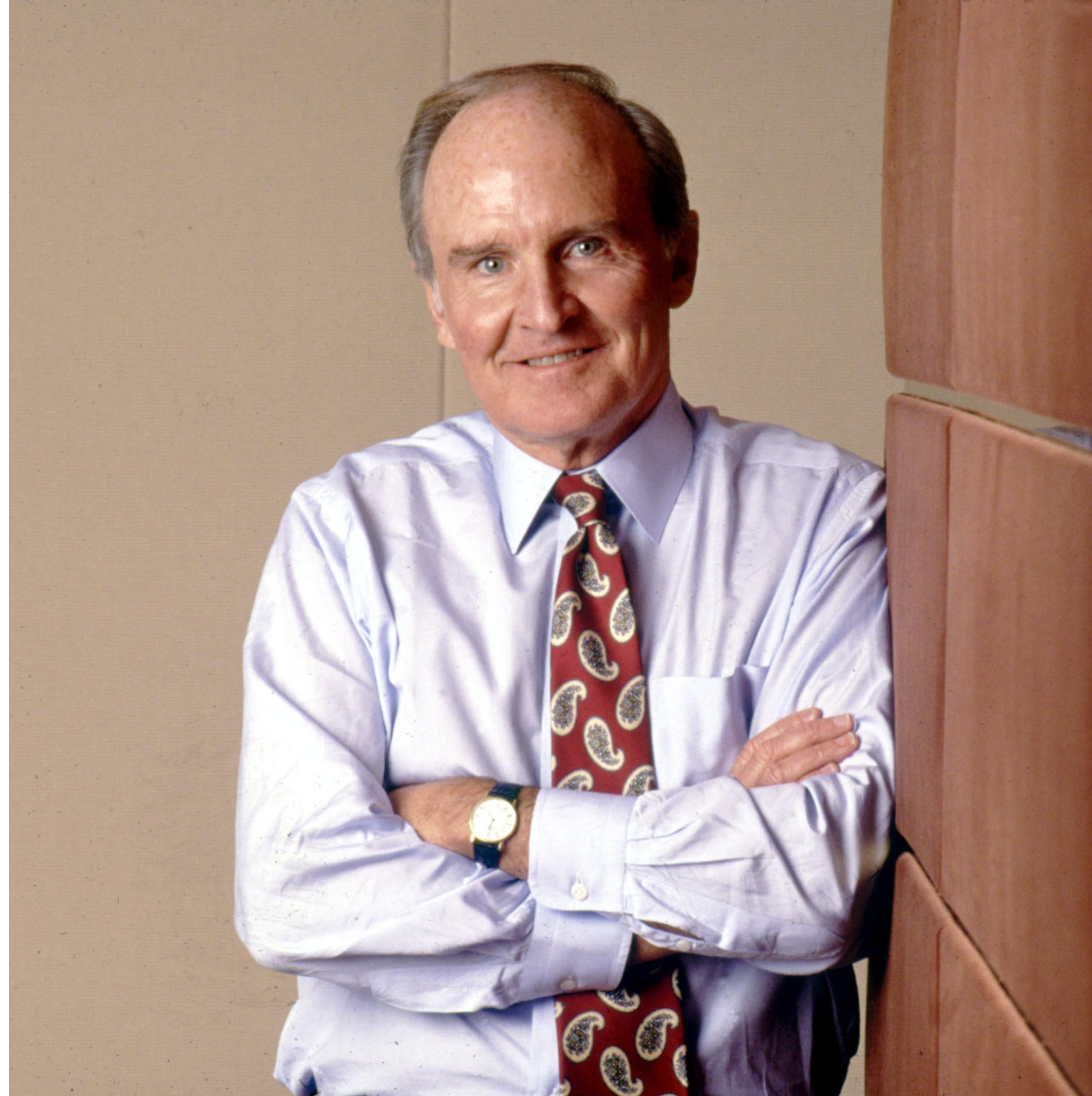


Management

OSPM; 09-09-2020;09:00AM



Tell your employees where they stand

Explain the rationale for your decisions

Critique yourself honestly

Management is the process of designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims. This basic definition needs to be expanded:

- As managers, people carry out the managerial functions of planning, organizing, staffing, leading, and controlling.
- Management applies to any kind of organization.
- It applies to managers at all organizational levels.
- The aim of all managers is the same: to create a surplus.
- Managing is concerned with productivity, which implies effectiveness and efficiency.



first-line managers

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

middle managers

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

organization

A deliberate arrangement of people to accomplish some specific purpose

Efficiency (Means)

**Resource
Usage**

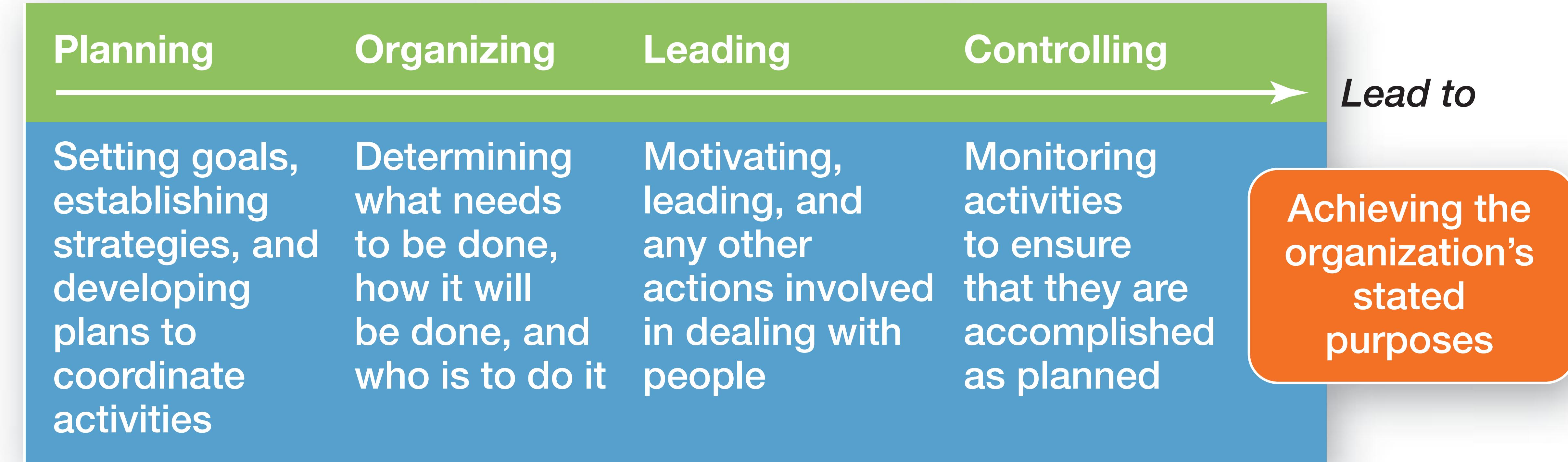
Low Waste

Effectiveness (Ends)

**Goal
Attainment**

High Attainment

Management Strives for:
Low Resource Waste (high efficiency)
High Goal Attainment (high effectiveness)



1. Not Gathering Feedback. Are you listening to your employees?
2. Not Maintaining Appropriate Boundaries.
3. Failing to Delegate.
4. Not Setting Clear Goals.
5. Neglecting to Develop Leadership Skills.
6. Not Offering Recognition.