

FUNCTIONS OF MANAGEMENT

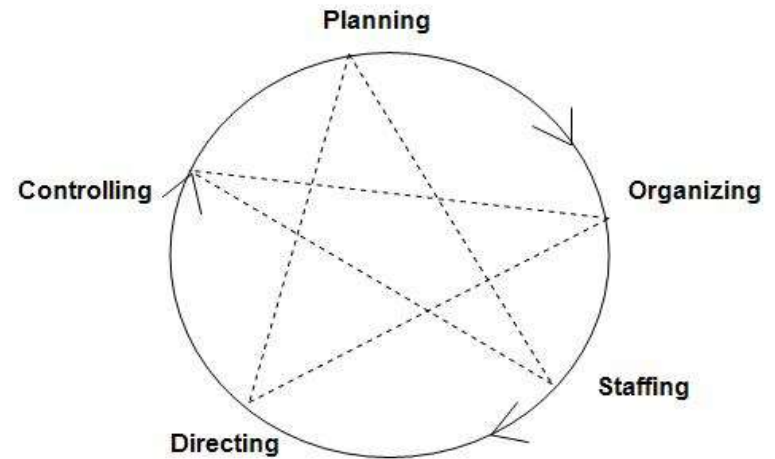
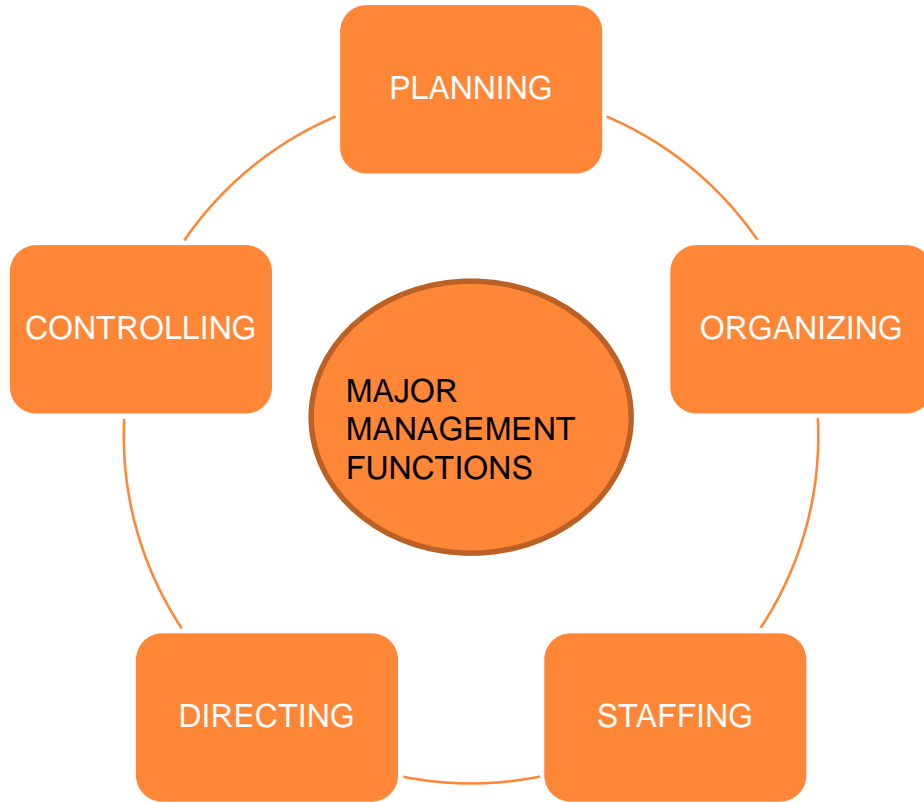


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INTRODUCTION OF FUNCTIONS OF MANAGEMENT

Different experts have classified functions of management. According to *George & Jerry*, “There are four fundamental functions of management i.e. planning, organizing, actuating and controlling”.

According to Henry Fayol, “To manage is to forecast and plan, to organize, to command, & to control”. Whereas Luther Gullick has given a keyword '**POSDCORB**' where P stands for Planning, O for Organizing, S for Staffing, D for Directing, Co for Co-ordination, R for reporting & B for Budgeting. But the most widely accepted are functions of management given by KOONTZ and O'DONNELL i.e. **Planning, Organizing, Staffing, Directing and Controlling.**



PLANNING

- Definition or Explanation-
Predetermining a course of action for accomplishing organizational objectives.
- It involves-
 - What is to be done, when it is to be done, How it is to be done.
 - Determining of long and short range objectives.
 - Development of strategic and courses of actions to be followed for the achievement of these objectives.
 - Formulation of procedures, policies and rules etc. for the implementation of strategies and plans.

ORGANIZING

- Definition or Explanation-

Arranging the relationships among work units for accomplishment of objectives and the granting of responsibility and authority to obtain those objectives.

- It involves-

- Identification of activities required for the achievement of objectives and implementation of plans.
- Grouping of activities.
- Assignment of Jobs to employees.
- Delegation of Authority.
- Establishment of a network of coordinating relationships.

A CLOSER LOOK AT ORGANIZING

As one of the five functions of management, Henri Fayol divided “organizing” into five subcategories. These five functions of management are still important in organizations today.

- The first of the five functions of management, Henri Fayol mentioned was “specialization”; if every employee is allowed to use their individual skills this will be advantageous to their area of expertise.
- Secondly he mentioned “unity of command”, in which an employee is answerable to one manager only.
- Thirdly the “formal chain of communication” is linked to this so that the employee will know how and with whom they will have to communicate.
- The fourth category is “unity of direction”; all employees must be aware of the organization’s strategic objectives.
- The fifth category is “authority and responsibility” in which managers have the authority to give orders.

STAFFING (HRM)

- Definition or Explanation-

Selecting and training people for the positions in the organization.

- It involves-

- Manpower planning involving determination of number and the kind of personnel required.
- Recruitment for attracting suitable number of potential employees to seek jobs in the enterprise concerned.
- Selection of the most suitable person for the jobs under considerations.
- Placement, Induction and Orientation.
- Transfers, Promotions, Termination and Layoff.
- Training and Development of employees.

DIRECTING

- Definition or Explanation-

Creating an atmosphere that will assist and motivate people to achieve desired end results

- It involves-

- Communication.
- Motivation.
- Leadership.

CONTROLLING

- Definition or Explanation-

Establishing, measuring, and evaluating performance of activities toward planned objectives.

- Sub-Functions Involves-

- Measurement of performance against predetermined goals.
- Identifications of deviations from these goals.
- Corrective actions to rectify deviations.

THANK YOU