

MANAGEMENT PROCESS

- ✚ Management is a process to emphasize that all managers, irrespective of their aptitude or skill, engage in some inter-related functions to achieve their desired goals.
- ✚ Planning, organizing, staffing, directing, and controlling are the functions of management; which work as a continuous process. First; managers must set a plan, then organize resources according to the plan, lead employees to work towards the plan, and finally, control everything by monitoring and measuring the effectiveness of the plan.

MANAGEMENT PROCESS AND FUNCTION



PLANNING

When the management is reviewed as a process, planning is the initial step taken by the manager. The managerial functions begin with forming the goals and objectives of the organization in every area of business. Planning deals with underlining the course of action and determining in advance the best course of action to achieve the pre-determined goals. Planning bridges the gap between where we are now and where we want to be. Planning can thus be defined as a systematic thinking technique regarding the means and ways to accomplish pre-determined goals. Planning is crucial to determine the effective utilization of non-human and human resources. Planning is an intellectual activity which aids in avoiding uncertainties, wastages, risks, and confusion. Planning must take into account the availability of resources and flexibility of personnel as they guarantee continuity.

ORGANISING

An organization can function to its fullest when it is well-organized, which indicates adequate staff, capital, and raw materials so that the organization can function smoothly and build a great work structure. Organizing is the process of integrating human, physical, and financial resources.

According to **Henry Fayol**;

‘To organize a business is to provide it with everything useful for its functioning, i.e., raw materials, capital, tools, and the workforce’. Organizing encompasses identification of activities, classification or grouping of activities, assignment of duties, the delegation of authority and creation of responsibility and coordinating authority and responsibility relationships.

STAFFING

- ✚ **According to Kootz & O'Donnell,**

“Managerial function of staffing involves managing the organizational structure through proper and effective selection, appraisal and development of personnel to fill the roles designed in the structure.”

- ✚ Staffing is a process of hiring and retaining a suitable workforce for the business at the managerial and non-managerial levels. Staffing encompasses recruiting, training, developing, compensating and evaluating employees and balancing the workforce with adequate perks and incentives. It is crucial to appoint the right personnel since the human element is a vital factor.

- ✚ Staffing is a complex process since people vary in their knowledge, intelligence, skills, attitudes, physical condition, and experience.

DIRECTING

- ✚ Directing is a key managerial function, which is directly concerned with the human factors of an organization. Directing is concerned with leadership, motivation, supervision, and communication, facilitating employees to function at their best to achieve the end goals.
- ✚ Leadership involves instructing and guiding subordinates regarding methods and procedures.
- ✚ Directing facilitates two-way communication, so the information is passed on to the subordinates concerning methods and procedures.
- ✚ Motivation is very essential because a motivated workforce delivers extraordinary performance with minimal directions from their seniors.
- ✚ Supervising is an ongoing process which results in continuous progress reports and ensures that the directions are being rightly followed.

CONTROLLING

- ✚ Controlling can be **defined**, as measuring accomplishments against the standards and deviation if any to ensure achievement of organizational goals. Control makes sure that everything happens in conformities with standards. Efficient control aids in predicting deviations even before they occur.
- ✚ According to **Theo Haimann**, 'Controlling is a process of measurement and correction of performance activities of subordinates in order to ensure that the objectives of the enterprise and the plans designed to obtain them as being accomplished'.
- **The functions of controlling involve ;**
 - Establishment of standard performance.
 - Measurement of actual performance.
 - Measuring actual performance with the pre-determined standards and figuring out deviations if any.
 - Taking corrective action.
 - All the functions of management are interrelated.
Nevertheless, the functions are virtually indistinguishable and highly unrecognizable on the surface.

Thank
you

The image features the words "Thank you" written in a black, elegant cursive script. The text is centered and surrounded by a festive pattern of small gold stars and dots of varying sizes. The overall composition is clean and celebratory, set against a plain white background.