



Management Process

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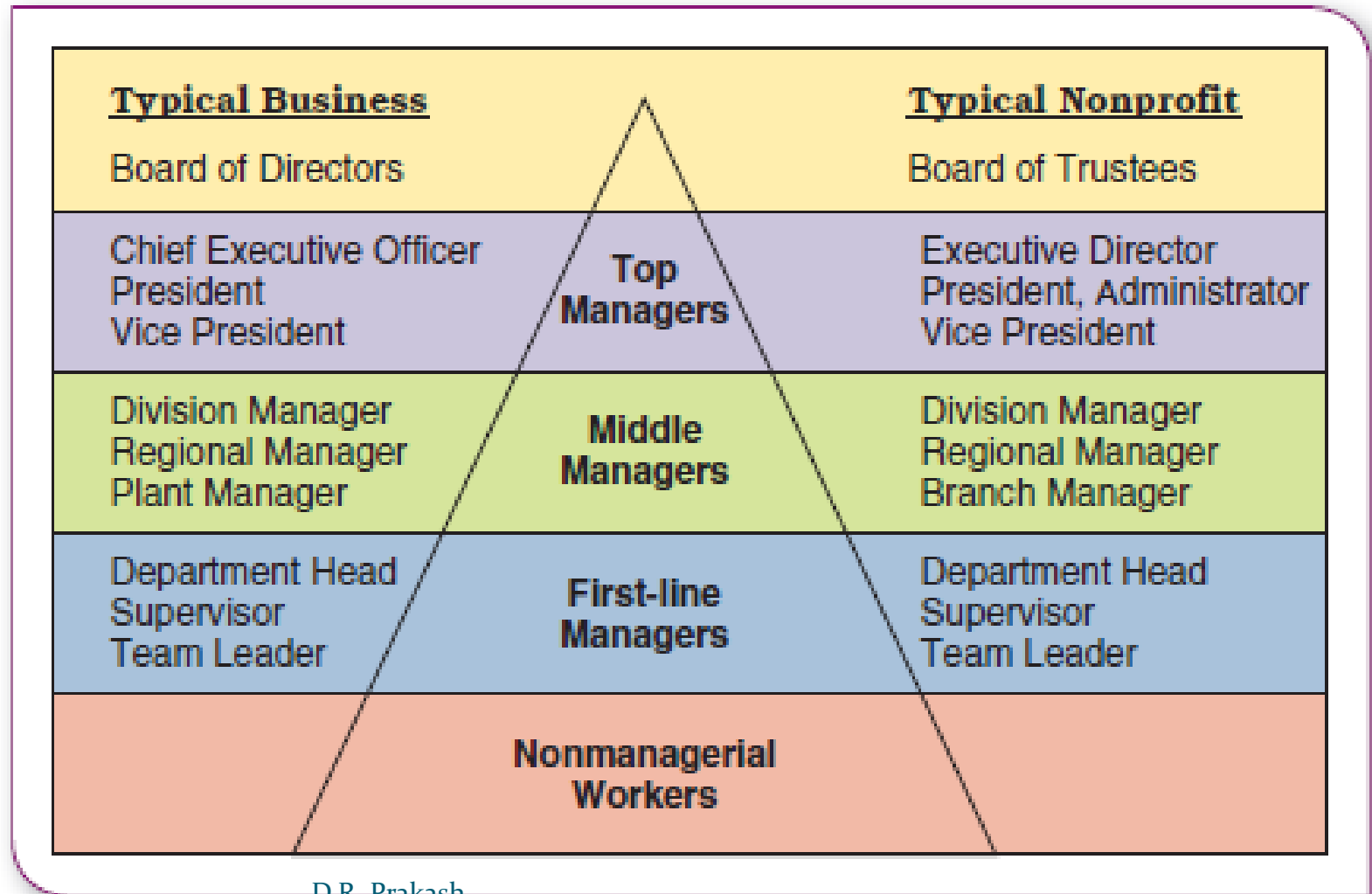
Objectives of the session:

1. What is management process?
2. How do you learn managerial skills and competencies?

Who is a manager?

- Manager
 - Is a person who gets things done through others.
 - The people who managers help are the ones whose tasks represent the real work of the organization
 - Directly supports, activates and is responsible for the work of others

Levels of Management



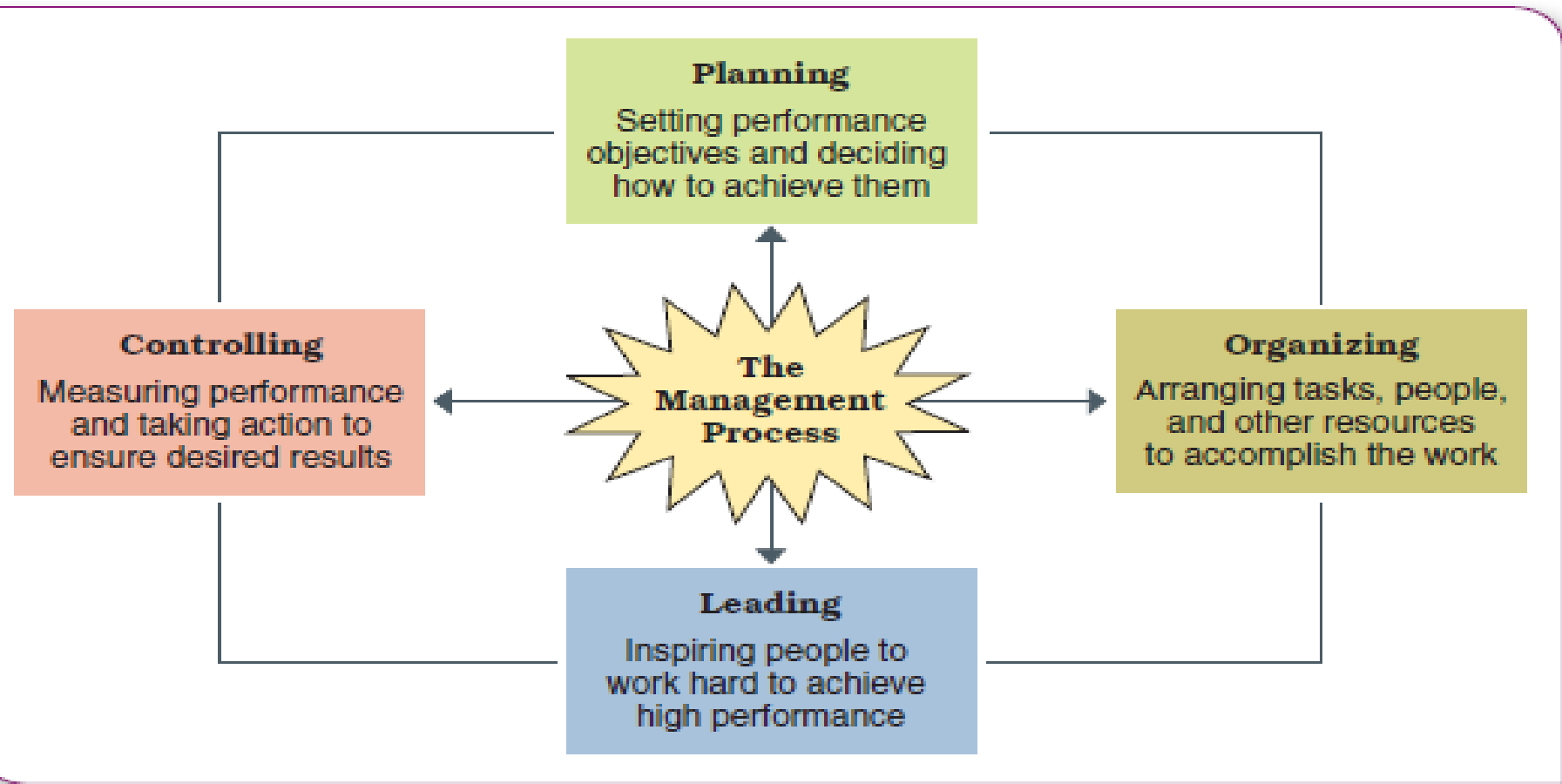
Types of Managers

- ***Line managers*** are responsible for work activities that directly affect organization's outputs
- ***Staff managers*** use technical expertise to advise and support the efforts of line workers
- ***Functional managers*** are responsible for a single area of activity
- ***General managers*** are responsible for more complex units that include many functional areas
- ***Administrators*** work in public and nonprofit organizations

Management Proces

- Managers achieve high performance for their organizations by best utilizing its human and material resources
- Management is the process of planning, organizing, leading, and controlling the use of resources to accomplish performance goals
- All managers are responsible for the four functions
- The functions are carried on continually

Functions of Management



Function of Management Continued

- **Planning**
 - The process of setting objectives and determining what actions should be taken to accomplish them
- **Organizing**
 - The process of assigning tasks, allocating resources, and coordinating work activities
- **Leading**
 - The process of arousing people's enthusiasm to work hard and direct their efforts to achieve goals
- **Controlling**
 - The process of measuring work performance and taking action to ensure desired results

Developing managerial skills and competencies

Experience and Self-Assessment

- Wisdom: Learning from Others
- Insight: Learning about Yourself
- End Chapter Further Reflection
- End Chapter Self-assessment

Analysis and Application

- Ethics on the Line
- Facts for Analysis
- End Chapter Class Exercise
- End Chapter Case Study

Inquiry and Reflection

- Follow the Story
- Research Brief
- Learning Checks
- End Chapter Self-Test

Reference:

- Management Process - John Wiley & Sons



Thank You