

The background of the slide is a collage of three grayscale images. The top-left image shows a man in a suit talking on a mobile phone. The top-right image shows a man looking at a whiteboard with a flowchart. The bottom image shows a group of people in a meeting room, with some individuals looking at laptops and others at documents. A dark blue horizontal bar is positioned above the title, and a red horizontal bar is positioned below the author's name.

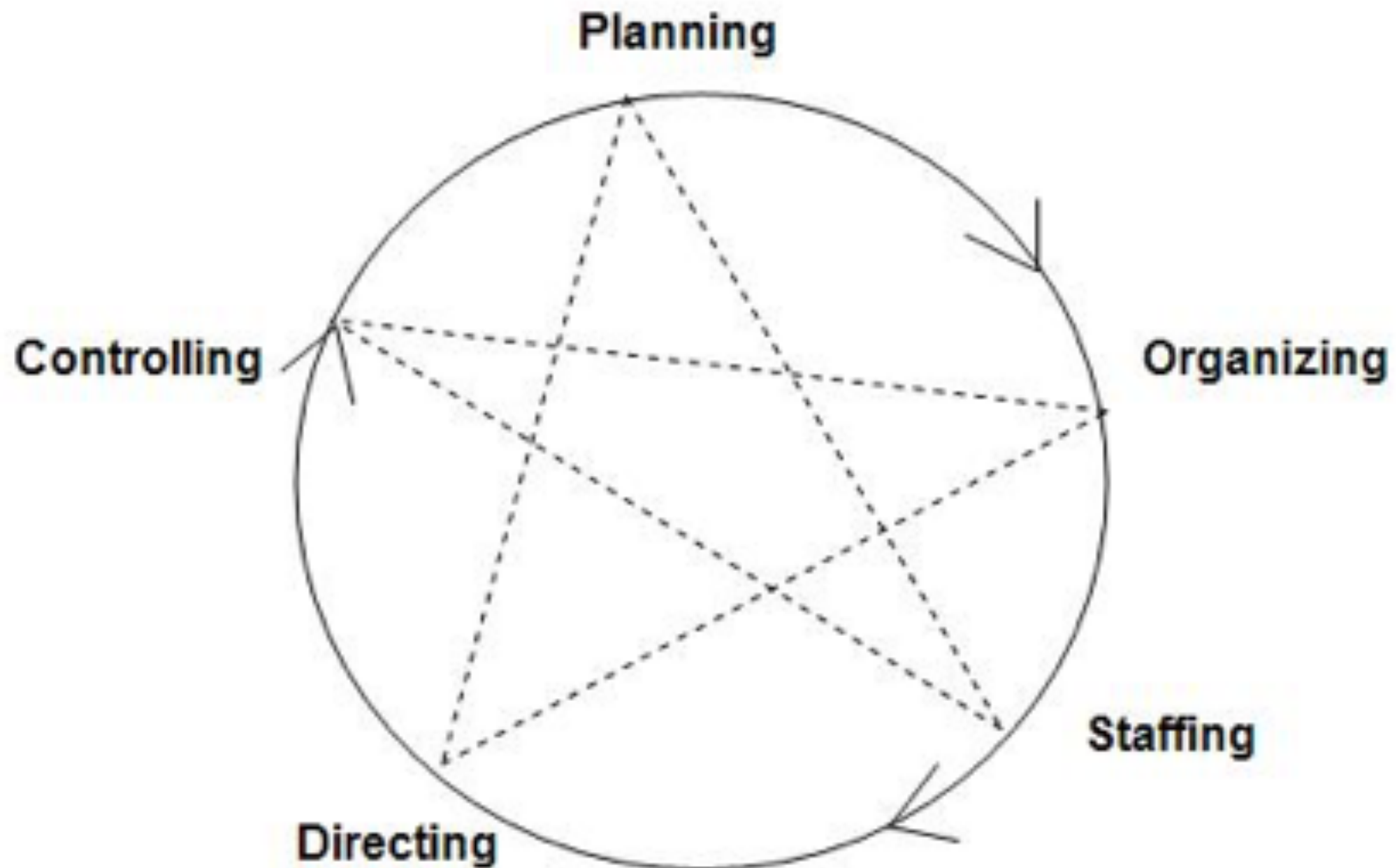
ROLE OF MANAGEMENT

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ROLE OF MANAGEMENT

- ▶ **Management** operates through functions such as **planning, organizing, staffing, leading/directing, controlling/monitoring, and motivation**. These functions enable **management** to create strategies and compile resources to lead operations and monitor outputs.
- ▶ “To manage is to **forecast** and **plan**, to **organize**, to **command**, & to **control**.
- ▶ But the most widely accepted are functions of management given by **Planning, Organizing, Staffing, Directing and Controlling**.



PLANNING

- ▶ It is the basic function of management. It deals with chalking out a future course of action & deciding in advance the most appropriate course of actions for achievement of pre-determined goals.
- ▶ **“Planning is deciding in advance - what to do, when to do & how to do.** It bridges the gap from where we are & where we want to be”. A plan is a future course of actions.
- ▶ Planning is necessary to ensure **proper utilization of human & non-human resources.**
- ▶ it also helps in avoiding confusion, uncertainties, risks, wastages etc.

ORGANISING

- ▶ To organize a business involves determining & providing human and non-human resources to the organizational structure.
- ▶ Organizing as a process involves:
 - a) Identification of activities.**
 - b) Classification of grouping of activities.**
 - c) Assignment of duties.**
 - d) Delegation of authority and creation of responsibility.**
 - e) Coordinating authority and responsibility relationships.**

STAFFING

- ▶ It is the function of manning the organization structure and keeping it manned.

Staffing involves:

- ▶ Manpower Planning (estimating man power in terms of searching, choose the person and giving the right place).
- ▶ Recruitment, Selection & Placement.
- ▶ Training & Development.
- ▶ Remuneration.
- ▶ Performance Appraisal.
- ▶ Promotions & Transfer.

DIRECTING

- ▶ It is that part of managerial function which actuates the organizational methods to work efficiently for achievement of organizational purposes.
- ▶ Direction has following elements:
 - a) Supervision** - implies overseeing the work of subordinates by their superiors. It is the act of watching & directing work & workers.
 - b) Motivation** - means inspiring, stimulating or encouraging the subordinates with zeal to work. Positive, negative, monetary, non-monetary incentives may be used for this purpose.
 - c) Leadership** - may be defined as a process by which manager guides and influences the work of subordinates in desired direction.
 - d) Communications** - is the process of passing information, experience, opinion etc from one person to another. It is a bridge of understanding.

CONTROLLING

- ▶ It implies measurement of accomplishment against the standards and correction of deviation if any to ensure achievement of organizational goals.
- ▶ The purpose of controlling is to ensure that everything occurs in conformance with the standards. Therefore controlling has following steps:
 - a) Establishment of standard performance.
 - b) Measurement of actual performance.
 - c) Comparison of actual performance with the standards and finding out deviation if any.
 - d) Corrective action.

YOUR MOMENT

**A BAD ATTITUDE IS
LIKE A FLAT TIRE.
IF YOU DON'T CHANGE
IT, YOU'LL NEVER GO
ANYWHERE.**

**A BAD DAY AT
WORK IS BETTER
THAN A GOOD DAY
OF UNEMPLOYMENT**



**GOOD and BAD
PERFORMANCE STANDS
OUT from the
crowd!!**



PERFORMANCE

MANAGING TRAINING

- a) Identify the real gaps in your people**
- b) No favouratism**
- c) Harness the potential**

ENERGY LAUNCH



MANAGING TRAINING

**You don't build a business
- you build people -**



and then people build the business.

-Zig Ziglar

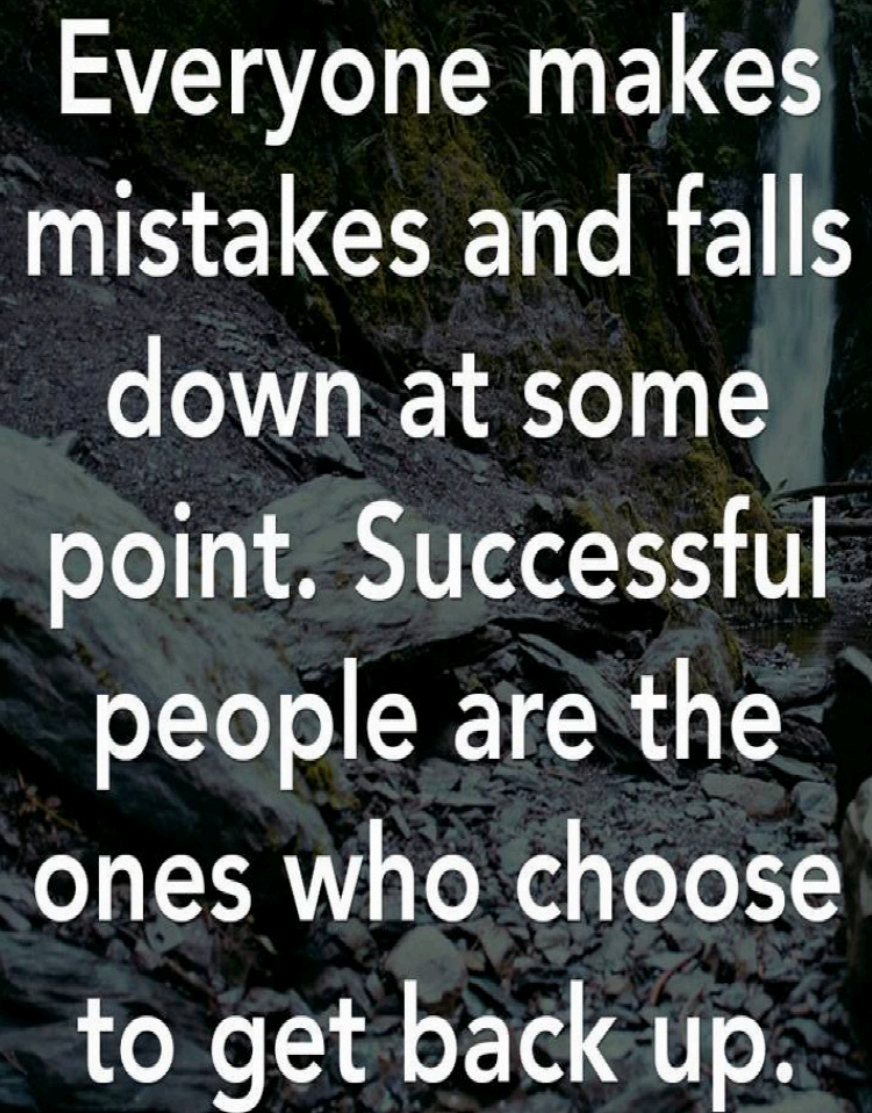
- a) Help others grow**
- b) Train against budget**
- c) Put people at the centre**

YOUR MOMENT



YOUR MOMENT

YOUR MOMENT



Everyone makes mistakes and falls down at some point. Successful people are the ones who choose to get back up.

YOUR MOMENT

MANAGING YOUR BOSS

- **Information**
- **Updates**
- **Detailed Reports**
- **Think Ahead**
- **Avoid clashes**
- **Be trusted**
- **Be honest**
- **Work Hard**



MANAGING YOUR BOSS



- **Take Ownership**
- **Get the experience**
- **Upgrade yourself / quick Learner**
- **Be a self starter**
- **Be a trusted Advisor**
- **Be Hungry**
- **Show interest**

MANAGING YOUR BOSS

- **Love your job**
- **Learn more**
- **Your Attitude matters**
- **Be open minded**
- **Be accountable and**
- **responsible**
- **Taking Ownership**



THANK YOU

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HOME