

Manager and Managing

Chapters 1 and 2

Managers and Managing

- Definition of Management
- Managerial Functions
- Managerial Roles
- Managerial Skills



Managerial Functions

- Henri Fayol was the first to describe the 4 managerial functions
- Noted that all managers must perform:
 - Planning
 - Organizing
 - Leading
 - Controlling

Planning

Organizing

Leading

Controlling

Managerial Roles

- Described by Mintzberg
 - A role is a set of specific tasks a person performs because of the position they hold
- Roles directed inside (employees) as well as outside (shareholders, etc.) the organization
 - Interpersonal
 - Informational
 - Decisional

Interpersonal Roles

- Coordinate and interact with employees and provide direction to the org.

Informational Roles

- Tasks associated with obtaining and transmitting information

Decisional Roles

- Methods managers use to plan strategy and utilize resources to achieve goals

Managerial Skills