

Management and Organization Chapter #1

Managers: Helps to motivate, delegates, helps employees grow, dealing with people, confident.

Organization: Group of people working together to achieve a common purpose. Operate in an open system (general environment around them, feeds off others ex: apple)

Productivity: Trying to be productive as an organization.

Efficiency:

- Doing things right
- Amount of resources that I need to occur in order to produce goods and services.

Effectiveness: How well the organization is doing in meeting its goals (doing the right things)

What is management?

- Planning, organizing, leading, and controlling of resources to achieve goals effectively and efficiently.

Definition of management:

- The P.O.L.C. of resources to achieve goals effectively and efficiently

Manager : The person responsible for supervision resources to achieve goals

Managerial skills:

- Conceptual skills: Ability to analyze and diagnose a situation and find the cause and effect
- Human skills: The ability to understand, alter, lead and control people's behavior
- Technical skills: The job-specific knowledge required to perform a task
- Time management and decision making skills

*****WHAT TYPE OF MANAGER WOULD YOU BE? STRENGTH AND WEAKNESSES*****

I would be authoritative since I am firm but fair, gives employees clear direction, 2 strengths: organized, good people skills. Weakness: controlling people.

Managerial Function:

Henri Fayol

- 4 managerial functions
- Planning
- Leading
- Organization
- Controlling

Planning: Used to select goals and a course of action, is a process, establish objectives, is there a gap?, develop action plan to achieve objective