

Managerial Functions - Chapter #1

Planning:

- Used to select goals and a course of action
- It is a process
- Establish objectives
- Is there a gap?
- Develop action plan to achieve objectives

Organizing:

- Process of assuming tasks, allocating resources and coordinating work activities.
- Creates organizational structure
- A formal system of relationship
- Ex: Functional vs Geographic

Leading:

- Managers articulate visions/strategy of organizations
- Must use : Power, Persuasion, Communication, and Motivation

**ALL MANAGERS ARE NOT LEADERS, YOU DO NOT NEED TO
BE A MANAGER TO BE A LEADER**

Result ^:

- Employes work in harmony
- Employes perform at a high level

Controlling:

- Essential to evaluate

- Evaluates how organization is doing in achieving goals
- Allows organization to regulate efficiency and effectiveness

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
- 3 categories: (interpersonal, informational, decisional)

Interpersonal roles:

- Coordinate and interact with others
 - Figurehead role:** symbolize the organization
 - Leader role:** provide direction and instill enthusiasm
 - Liaison role:** coordinate people inside and outside the org

Informational roles:

- **Monitor:** information seeking, analyzing information inside and outside the organization
- **Spokesperson:** uses information to promote the organization
- **Disseminator:** Transmits information to influence members work and attitude

Decisional roles:

- Gain information and use it to make decisions
- **Entrepreneur role:** decisions upon new projects
- **Disturbance handler role:** assume responsibility for handling an unexpected event

Resource allocator role:

- assign people/money between functions

Negotiation role:

- Helps find solutions between stakeholders