

A modern office interior with wood-paneled walls. In the foreground, a woman with glasses and a blue top is gesturing while talking to a woman in a grey top. In the background, a man in a blue shirt and a woman in a white top are sitting at a table, looking at a large screen displaying data. The scene is lit with warm, natural light from a window on the left.

FUNCTIONS OF MANAGEMENT

Roll No: 1213

Presented By: Miss Renuka Satpute and Vaishali Patil

Introduction

Management is the process of getting things done through others. This process is identified in a set of functions performed by managers to accomplish the goals.

Definition

According to Henry Fayol, “To manage is to forecast and to plan, to organize, to command and to control.

Functions of management

Luther Gullick has given a keyword 'POSDCORB' FOR management functions where :

P - Planning

O - Organizing

S - Staffing

D - Directing

Co - Coordinating

R - Reporting

B - Budgeting

Reporting and Budgeting functions are summarized in the function called 'Controlling'.



Meaning :-

Planning

Planning is deciding in advance what to do how to do it, when to do it and who is going to do it.

Organizing

Organising is the process of defining and grouping the activities of the enterprise and establishing the authority relationships among them.

Staffing

The staffing function pertains to the recruitment, selection Development, training and compensation of subordinate managers.

Directing

Directing is the guidance, inspiration, The leadership of those men and women constitute the real case responsibilities of management.

Coordinating

Coordination is orderly arrangement of group efforts to provide unity of action in the pursuit of common goal.

Controlling

Controlling is the process of taking steps to bring actual results and desired results closer together.

Thank You