

## Ch-1 - Introduction to Management and Organizations.

\* Define Management and Define Managers with its Works.

=> Managers:

A Manager is Professional who takes a leadership role in a organization and manages a team of employees.

Manager are responsible for managing a specific department in their company.

Manager is incharge of the whole company.

Work:

- 1 Hiring employees and train the new employees.
- 2 Dealing with performance problems.

3 Monitoring Performances of a company.

4 Tracking and reporting company Performances to other senior management.

5 Planning and Goal-setting for future.

6 Supporting Problem and Decision making.

⇒ Management:

Management is the act of creating an environment in which people can perform as individuals and get best company Performances.

Management is the act of removing blocks to such performance way of optimising efficiency.

Management is a process where a group of people cooperate and coordinate

their actions to achieve the same goal.

\* Explain Management Process.

\* Explain Management Function

=> There are four Part to the Management Process.

1) Planning

2) Organizing

3) Controlling

4) Leading.

1 Planning:

In this stage of management, a manager determines and set a goal.

Before you start the management process you must have a clear goal in mind.

During the Planning stage you have to select best plan and way to achieve your goal.

## 2 Organizing:

In this stage of management, manager determines how best to allocate resource for achieve goal.

In this stage, manager allocate the resources like People, plans, space or time.

You will need to make sure your resources in order to be used effectively.

## 3 Controlling:

In this stage of management, Manager must be sure the action of the organization's members.

Manager must be establishing standards performance and measuring current performance of a goal.

#### 4 Leading :

In this stage of Management, manager involves directing and motivating employees.

Manager must behavior like a model and motivate the employees to be best work for a goal.

\* Explain types of Managers or level of Management.

=> There are main three types of Manager. of

- 1) Top Manager
- 2) Middle Manager
- 3) First-line Manager.

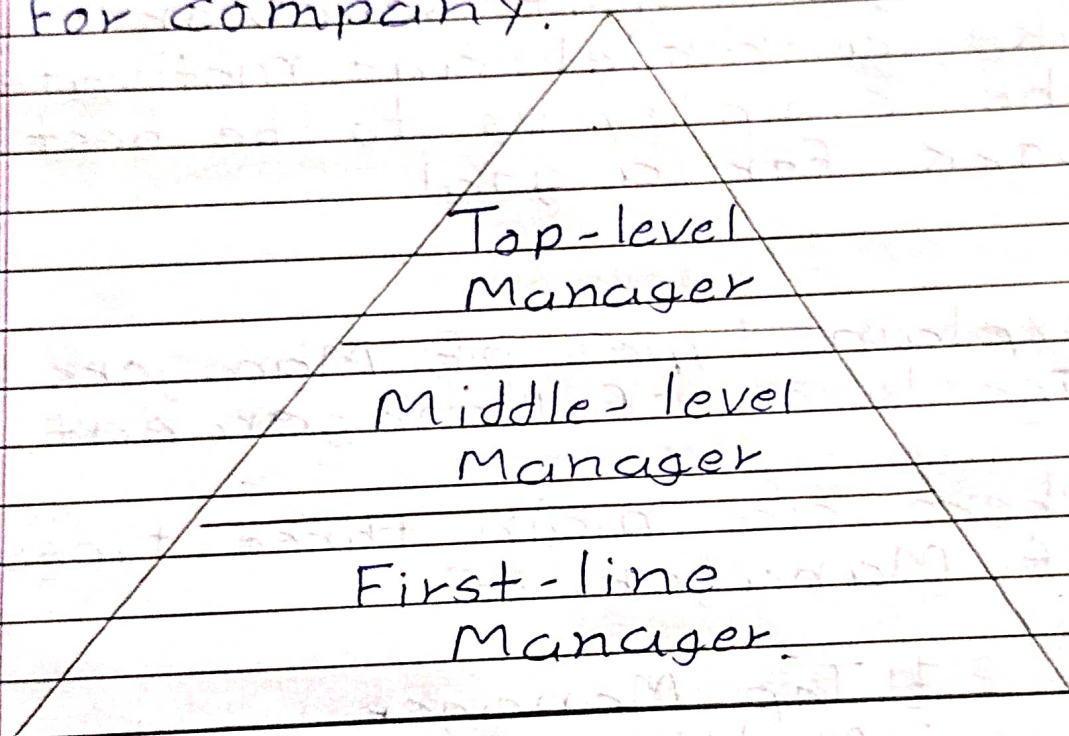
#### 1 Top Manager:

The senior most executives of the organization are found in top level management.

The top level of a manager

consists of Board of the Director, Managing Director or Chairman of Company.

These managers perform stressful and complex work for company.



## 2. Middle-level Manager:

Middle-level Managers are report to the top-level Manager.

Middle-level Manager consists of different department

heads like Production Manager, Finance Manager or Marketing Manager etc.

Middle-level Manager work as a superior to the First line manager.

Middle-level Manager have to assign respective duties to the First line Manager.

### 3 First line Manager:

First line Manager is also called Lower level Manager.

First line Manager have to report to the middle level Manager.

First line Manager consist of Foremen, Supervisors or Section officers.

First line Manager have to manage all the employee of the company.

\* Explain Management Roles.

⇒ There are three main Roles of Management.

- 1) Interpersonal & Roles
- 2) Informational Roles
- 3) Desional Roles.

1 Interpersonal Roles :

The interpersonal Roles involve subordinates and Persons outside the organization.

There are three interpersonal Roles.

ci) Figurehead: Includes symbolic duties which are legal or social in nature.

cii) Leader: Includes building a team or coaching the member.

ciii) Liaison: Includes developing and maintaining a network outside the company.



## 2 Informational Roles :

The informational roles involve collecting and receiving the information.

There are three part of informational Roles.

- ci) Monitor: Includes internal as well as external information.
- cii) Disseminator: Receiving any important information from internal or external resources.
- ciii) Spokesperson: Representing the organization to outsiders.

## 3 Decisional Roles :

The Decisional roles involves making decisions or choices.

There are four Decision Roles.

- ci) Entrepreneur: Encourager of innovation and change.

cii) Disturbance Handler : Taking corrective action when company faces difficulties.

ciii) Resource Allocator : Being responsible for the optimum allocation of resources.

civ) Negotiator : Includes representing the organization.

\* Explain Management Skills :

=> There are three Management skills.

1) Technical Skill

2) Conceptual Skill

3) Human Skill

1 Technical Skill :

Technical Skill are most important for first-level managers.

This Skills give the knowledge and ability to use different techniques.

Technical skill are not related only to machines but they are increase sales also.

## 2 Conceptual Skill:

Conceptual Skill are vital for Top level managers.

Conceptual skill enable to manager to think abstract thinking.

Using this skill we can analysis and diagnosis with different level.

## 3 Human Skill:

Human skill are essential skill for all the level of manager.

These skill help to manager to become leader and motivate employees.

These skill help to manager's knowledge and ability to work with people.

\* Explain Importance of management.

⇒ This are the basic topic of management importance.

1 Effective Management:

Effective management gives consumer satisfaction and effective development.

2 Benefits of Specialization:

Specialization also breaks down a complex task into the small parts.

3 Effective Communication:

In management effective communication reduce interruption between two level.

4 Clear Roles and Responsibilities:

Clear Roles of employees gives effective result of jobs.

## 5 Means of Coordination:

Coordination is way to manage people and their task in large organization.

## 6 Reduced Duplication:

Organizing is help to finish require job at right time.

## 7 Adaptable to Change:

Organization is divided into different parts so, change is very easy to implement.

## 8 Employee Motivation:

Every employee has own choise work so, employee gives best result to organization.