

→ Management is the process of Designing and Maintaining an environment in which individuals, working together in group, efficiently accomplish selected aims.

The Basic Definition Needs to be expanded:

- [A] AS Managers, people carry out the Managerial functions of planning, organizing, staffing, LEADING AND CONTROLLING .
- [B] MANAGEMENT APPLIES TO ANY KIND OF ORGANIZATION .
- [C] IT APPLIES TO MANAGERS AT ALL ORGANIZATIONAL LEVELS .
- [D] THE AIM OF ALL MANAGERS IS THE SAME TO CREATE A SURPLUS .
- [E] MANAGING IS CONCERNED WITH PRODUCTIVITY, WHICH IMPLIES EFFECTIVENESS AND EFFICIENCY .

- *→ Administrative Management was developed IN 1ST HALF OF THE 20TH CENTURY
- *→ HENRY FAYOL, LUTHER GULICK, LYNDALL URwick, JAMES D. MOONEY HAVE contributed to ESTABLISH ADMINISTRATIVE Management.
- *→ HENRY FAYOL, THE FRENCH INDUSTRIALIST AND MANAGEMENT CONSULTANT OF THE EARLY TWENTIETH CENTURY.

The Functions of Management:

IN STUDYING MANAGEMENT THEREFORE, IT IS HELPFUL TO BREAK IT DOWN INTO FIVE MANAGERIAL FUNCTIONS.

[A] PLANNING [D] LEADING .

[B] ORGANIZING . [E] CONTROLLING .

[C] STAFFING

[A] PLANNING:-

→ Planning involves selecting missions and objective as well as the actions to achieve them. It requires decision-making, which is choosing future courses of action from among alternatives.

[B] ORGANIZING:-

→ Organizing is that part of managing which involves establishing an intentional structure of roles for people to fill in an organization.

[C] STAFFING:

→ Staffing involves filling, and keeping filled, the positions in the organization structure.

[D] LEADING:-

→ Leading is influencing people so that they will contribute to organizational and group goals.

[E] CONTROLLING:

→ Controlling is measuring and correcting individual and organizational performance to ensure that events conform to plans.

Management THEORY:

① Frederick W. Taylor (Scientific Management) :-

→ Acknowledged as the father of scientific management. His primary concern was to raise productivity through greater efficiency in production and increased pay for workers, by applying the scientific method.

→ His principles emphasize using science, creating group harmony and cooperation, achieving maximum output and developing workers.

② HENRI FAYOL: → [MODERN OPERATIONAL MANAGEMENT THEORY]:

→ Referred as the Father of MODERN Management theory. Divided Industrial Activities into six groups: TECHNICAL, COMMERCIAL, FINANCIAL, SECURITY, ACCOUNTING and MANAGERIAL.

③ Hugo-Münsterberg [1912] →

→ APPLICATION OF PSYCHOLOGY to INDUSTRY AND MANAGEMENT.

[4] VILFREDO PARETO →

→ Referred to as the Father of the Social System Approach to ORGANIZATION AND MANAGEMENT.

⑤ CHESTER BARNARD [SYSTEM THEORY]:-

→ THE Task of Managers is to MAINTAIN of COOPERATIVE EFFORT IN A Formal Organization. Suggested a Comprehensive SOCIAL SYSTEM Approach to Managing.

