

[STAFFING]

→ According to Koontz & O' Donnell, "Managerial function of staffing involves managing the organization structure through proper and effective selection, appraisal and development of personal for all the roles designed and the structure."

⇒ STAFFING INVOLVES

⇒ Manpower Planning.

⇒ Recruitment, selection & placement.

⇒ Training & development.

⇒ Remuneration.

⇒ Performance Appraisal.

⇒ Promotions & transfers.

* DIRECTING : →

→ Directing is influencing people's behaviour through motivation, communication, group dynamics, leadership and discipline.

→ DIRECTION includes the following activities.

- (i) → Giving orders.
- (ii) → Making supervision.
- (iii) → Motivating.
- (iv) → Communicating.