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# Table Contents

- ✓ Definition
- ✓ Introduction
- ✓ Function of Management
- ✓ Importance of Management
- ✓ Conclusion

# Definition

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**Management is defined as the procedure of organising, directing, planning and controlling the efforts of organisational members and of managing organisational sources to accomplish particular goals.**

# Introduction

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- According to George & Jerry, “There are four fundamental functions of management i.e. planning, organizing, actuating and controlling”.
- According to Henry Fayol, “To manage is to forecast and plan, to organize, to command, & to control”.



# Functions of Management

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## Planning

- It is the purpose of ascertaining in advance what is supposed to be done and who has to do it. This signifies establishing goals in advance and promoting a way of delivering them effectively and efficiently.
- In an establishment, the aim is the obtainment and sale of conventional Indian handloom and workmanship articles.

# Functions of Management

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## Organising

- It is the administrative operation of specifying grouping tasks, duties, authorising power and designating resources needed to carry out a particular system.
- Once a definite plan has been set for the completion of an organisational intent, the organising party reviews the actions and resources expected to execute the program.

# Functions of Management

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## Staffing

- This obtain the best resources for the right job.
- A significant perspective of management is to make certain that the appropriate people with the apt skills are obtainable in the proper places and times to achieve the goals of the company.



# Functions of Management

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## Directing

- It involves directing, leading and encouraging the employees to complete the tasks allocated to them. This entails building an environment that inspires employees to do their best.
- Directing also includes communicating efficiently as well as managing employees at the workplace.

# Functions of Management

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## Controlling

- It is the management operation of controlling organisational achievement towards the accomplishment of organisational intentions.
- The job of controlling comprises ascertaining criteria of performance, computing the current performance, comparing this with organised rules and taking remedial action where any divergence is observed.

# Functions of Management

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## Communication

- To analyze problems and make decisions, managers need a lot of information from other levels of the organization, which they can obtain if they have adequate communication channels.
- The same happens when they must report on their decisions to create bases for consensus and a disciplinary framework to put them into practice.

# Functions of Management

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## Decision-making

- Faced with environmental problems or opportunities, it is necessary to propose various alternatives of possible courses of action, evaluate them according to various criteria, weigh opinions and advice, and ultimately choose one, make the decision, and finally carry it out.

# Functions of Management

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## **Problem Analysis**

- In every organization, problems, incidents, and difficulties are constantly occurring. You have to detect them, analyze them, find their causes, establish their importance and priority, find their solution, and implement it.

# Importance of Management

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- The first thing to specify is that management is the last higher link in a company's hierarchy.
- They are responsible for ensuring the operation of every department, supervising human talent, and taking corrective measures whenever necessary.

# Importance of Management

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- Management is in charge of directing a group of people under its command and must report their activities daily or as agreed between the parties.
- In this case, the essential reason management is clearly defined: the supervision and coordination of a manager.

# Importance of Management

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- Additionally, management is responsible for identifying the possible problems that a given situation could trigger and developing an action plan that provides solutions in the medium and long term.
- Another function that strategic management asserts is making decisions or approving proposals from teams or project managers.



# Conclusion

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- ✓ Originally identified by Henri Fayol as five elements, there are now four commonly accepted functions of management that encompass these necessary skills: planning, organizing, leading, and controlling.