# Readings in Management



جامعة المستقبل قسم ادارة الاعمال المرحلة الاولى

القراءات الاحارية

# **Management Readings**

#### 1. What is management?

**Management :** The process of achieving organizational goals effectively and efficiently by engaging in the four major functions planning, organizing, leading, and controlling of organizational resources.

### organizational Resources include:

**Human resources.** 

Financial resources.

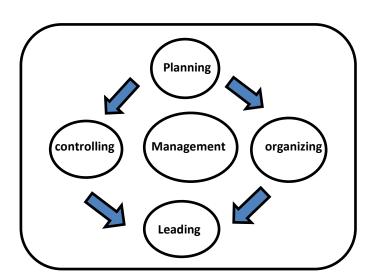
Physical resources.

Information resources.

# 2. Management Functions

The mangers perform activities called function of management :-

- 1- Planning.
- 2- Organizing.
- 3- Leading.
- 4- Controlling.



#### 3. Who is a manager?

Someone who coordinates and Controlling the work of other people to achieving organizational goals.

#### 4. Management Roles

Interpersonal roles: this role involves human interaction .

**Informational roles**: this role involves the sharing and analyzing of information .

**Decisional roles**: this role involves decision making .

## Where do managers work?

The managers their work in organizations .

#### 5. Management skills

There are five basic Management skills have been identified :-

- 1. Decision making skills.
- 2. Planning skills.
- 3. Administrative skills.
- 4. Human relation skills.
- 5. Technical skills.

#### **6** . Levels of management

There are three Levels of management:-

Top management.

Middle management.

**Supervisory** management.

#### **Characteristics of organizations**

Although there are some differences between the traditional organizations and the new organizations.

Table 1.1 shows the difference between traditional and new organizations

# 1.1 the difference between traditional and new organizations(Characteristics of organizations)

seq	traditional organizations	new organizations
1	Stable	Dynamic
2	Inflexible	Flexible
3	Job focused	Skills focused
4	Individual oriented	Team oriented
5	Command oriented	Involvement oriented
6	Rule oriented	customer oriented