

Readings in Management



جامعة المستقبل
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القراءات الادارية

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

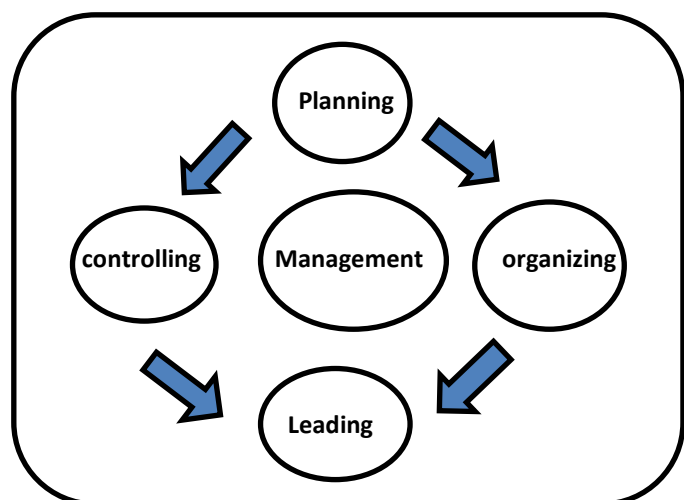
The managers perform activities called function of management :-

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