

Function of Management

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Function of Management

- One way to look at the process of management is to identify the (basic) functions which together make up the process.
- Since some functions are basic to managerial activities at all levels from the foreman to the manager, they are applicable to all business enterprises.
- Following eight functions may be used to describe the job of management.
- These function oof management is useful analytical device for stressing the basic element inherent in the job of management.

Function of Management

Forecasting

Planning

Organising

Staffing

Directing

Coordinating

Controlling

Decision making

Leadership

Communication

Motivation

Supervision

Forecasting

- Forecasting is necessary preliminary to planning.
- Forecasting estimates the future work or what should be done in future; may be regards Sales or Production or any other aspect of business activities.
- Forecasting begins with the sale forecast and is followed by production forecast and forecasts for costs, finance, purchase, profit or loss, etc.

Planning

- Planning all aspects of production, selling, etc., are essential in order to minimise intangibles.
- Planning is the process by which manager anticipates the future and discovers alternative courses of action open to him.
- Planning is rational, economic, systematic way of making decisions today which will affect the future e.g. what will be done in future, who will do it and where it will be done.
- In fact, every managerial act, whether it be mental or physical is inexorably intertwined with planning.
- With proper planning, the activities of an enterprises may become confused, haphazard and ineffective.
- Prior planning is very essential for utilizing the facilities (men, material, machines etc.) to the best of advantage.

Organising

- Organising is the process by which the structure and allocation of job is determined.
- Organising involves determining activities required to achieve the established company objectives, grouping these activities in a logical basis for handling by subordinates (persons), managers, and finally, assigning persons to the job designed. In carrying out the above, the managers will delegate necessary authority to his subordinates and they, in turn will take the necessary responsibilities.
- Organising means, organising people, material, jobs, time etc, and establishing a framework in which responsibilities are defined and authorities are laid down.

Staffing

- Staffing is the process by which manager select, train, promote and retire their subordinate.
- Staffing involves the developing and placing the qualified people in the various job in the organisation.
- Staffing is the continuous process. The aim is to have appropriate person to move into vacated position or position newly created in the enterprises.

Directing

- Directing is the process by which actual performance of subordinates is guided towards common goal of the enterprises.
- Directing involves motivating, guiding and supervising subordinates towards company objective.
- Directing thus includes:
 - Giving instruction to the subordinates.
 - Guiding the subordinates.
 - Supervising the subordinates to make certain that the work done by them is as per the plans established .
- Directing involves function such as:
 - Leadership
 - Communication
 - Motivation, and
 - Supervision.

Leadership

- Leadership is the quality of the behaviour of the person whereby they inspire confidence and trust in their subordinates, get maximum cooperation from them and guide their activities.
- Leadership is more than personal ability and skills.

Communication

- Communicating is the process by which ideas are transmitted, received and understood by others for the purpose of effecting desired results.
- Communicating may be verbal or written order, reports, instruction, etc.
- A manager communicates to his subordinates as what they should do.
- An effective communication leads to confusion, misunderstanding, dissatisfaction and sometime even strikes.

Motivation

Supervision

- Motivating means inspiring the subordinates to do work or to achieve company objectives effectively and efficiently.
- Supervision is necessary in order to ensure,
 - That the work is going on as per the plan established, and
 - That the workers are doing as they were directed to do.

Coordinating

- Coordinating means achieving harmony of individual efforts towards the accomplishment of company objective.
- In other words, the dovetailing and harmonising of all the company assets and employees into a coherent whole is known as coordination.
- Ineffective coordination between different functions of a business enterprise (such as production, sales, administration, etc.) can ruin an enterprise.
- Coordination involves making a plan that coordinates the activities of the subordinates, regulates their activities on the job and regulates their communications.
- Besides other factors, informal relationships within an organisation also tend to facilitate coordination, because workers who like each other outside the factory, prefer to work together on the job also.

Controlling

- Controlling is the process that measures current performance and guide it towards some predetermined goal.
- Controlling involves:
 - The monitoring of programme activities to make sure that end objectives are being met.
 - The initiation of corrective action as required to over come problems, if any, hindering the accomplishment of objectives.
- Check and examinations are required on a periodic basis to ensure that the things are proceedings as per plan established.
- Controlling is necessary to ensure that order are not misunderstood, rules are not violated and objectives have not been unknowingly shifted. Control means control of person and other things.

Controlling

- Controlling is a continuous process which measure the progress of operation,(compares) verifies their conformity with the predetermined plan and takes corrective action, if requires.
- As explained above, controlling process
 - Set standards,
 - Measure job performance
 - Takes corrective action, if requires.

Decision Making

- Decision making is the process by which a course of action is consciously chosen from available alternative for the purpose of desired results.
- An outstanding quality of a successful manager is his ability to make sound and logical decisions.
- Management decisions range from establishing consumer operational development needs to the selection of a preferred system design configuration to many other aspects of the business enterprise.