

# a. Management Principles (BONUS) .

#### Topics (Study Quatry)

#### s. Management Principles (SCHLIS)

- 1. Functions of Management planning organizing staffing directing controlling and instituting
- 5 Management Strategies & Organization, structural organization, constructions
- 2. Multiration dysfunctional behaviour Propriet of Institution
- is. Leadership leastership styles, businessing fraction
- s. Concepts of Management, nursupment theories, nonsepament characteristics

#### CFunctions of Management

- 1. Planning
- 2. Organizing
- 3. Builting
- 4. Desicting
- 5. Controlling / evaluating

Planning determining it advance what should happen — excented for organizing, staffing, directing, and controlling.

- Involves setting goals and objectives, policies, procedures and methods
- Detention of attention

#### - Republications

- Standing plane used repeatedly provide consistency predictability
- Single-use plans he to be repeated, kept for records.
  - To whate apacific objectives within short period of time.

#### - Tena span

- Short range/operational less than a year (a.g. yearly operating budget)
- Long-range in greater than 5 years (a.g. building plant)

#### Level of management.

- Top managers broad comprehensive planning of goals/sitiscitives
- Mobble managers develop policies.
- First-line -- Bevelop methods and procedures

#### Parability

 Longer range planning must be more flexible, right planning increases this of multifly to cope with changes

#### motors.

- 1. Objectives -- prodetermined toward which regnt directs its afforts.
  - Provide direction and serve as motivation.
- 2. Policies -- general public for decision making, boundaries to operate within
  - Le. "all quatomer complaints must be addressed win one day
- Precedure: -- specific pube for daily operations, chronotogical sequence of activities. (i.e. "how to not the distribution").
- 4. These bases
  - Short mode? committeed planning -- covers period up to a year.
    - E.g. operating budget is easily projected in stars, weeks, or months.



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