

a. Management Principles (BONUS) *

Topics (Study Guide)

a. Management Principles (BONUS)

1. **Functions of Management**: planning, organizing, staffing, directing, controlling and evaluating
2. **Management Strategies & Organization**: structural organization, communication
3. **Motivation**: dysfunctional behaviour, theories of motivation
4. **Leadership**: leadership styles, leadership theories
5. **Concepts of Management**: management theories, management characteristics

1. Functions of Management

1. Planning
2. Organizing
3. Staffing
4. Directing
5. Controlling / evaluating

Planning: determining in advance what should happen → essential for organizing, staffing, directing, and controlling

- Involves setting goals and objectives, policies, procedures and methods
- **Characteristics of planning**
 - **Repetitiveness**
 - Standing plans → used repeatedly, provide consistency/predictability
 - Single-use plans → not to be repeated, kept for records
 - To attain specific objectives within short period of time
 - **Time span**
 - Short range/operational → less than a year (e.g. yearly operating budget)
 - Long-range → greater than 5 years (e.g. building plan)
 - **Level of management**
 - Top managers → broad comprehensive planning of goals/objectives
 - Middle managers → develop policies
 - First-line → develop methods and procedures
 - **Flexibility**
 - Longer range planning must be more flexible, rigid planning increases risk of inability to cope with changes

Outcomes

1. **Objectives** → predetermined, toward which effort directs its efforts
 - Provide direction and serve as motivators
2. **Policies** → general guides for decision-making, boundaries to operate within
 - i.e. "all customer complaints must be addressed within one day"
3. **Procedures** → specific guide for daily operations, chronological sequence of activities (i.e. "how to run the dishwasher")
4. **Time span**
 - **Short-range / operational planning** → covers period up to a year
 - e.g. operating budget (usually projected in days, weeks, or months)

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Table of Contents Cdre Study Guide

1. Understanding the eBook Cdre Study Guide
 - The Rise of Digital Reading Cdre Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Cdre Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Cdre Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Cdre Study Guide
 - Personalized Recommendations
 - Cdre Study Guide User Reviews and Ratings
 - Cdre Study Guide and Bestseller Lists
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- Cdre Study Guide Budget-Friendly Options
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 - Managing Screen Time
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 - Setting Reading Goals Cdre Study Guide
 - Carving Out Dedicated Reading Time
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 - Fact-Checking eBook Content of Cdre Study Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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