

## Functions of Management

There are four different functions of management. In this paper, I will define these functions; planning, organizing, leading and controlling. I will also explain how each of these functions relates to my own organization. Bateman and Snell (2004) define management as the process of working with people and resources to accomplish organizational goals. By utilizing the four different functions of management companies can work with their employees and other resources to reach the organizations goals.

Planning can be used to help the organization map out a way to efficiently achieve their goals. The beginning of the planning process should include analyzing of the current situation. From this information the company can determine the goals and start to outline the steps that need to be taken to ensure that the goal will be met. Other planning activities that should be completed are determining the company's objectives and where they want to be in the future. This will help them to choose their business objectives and strategies. In addition, the company should look at the resources that they have available and determine if they are sufficient to achieve the organizations goals.

This leads to organizing. Organizing is done through assembling and coordinating financial, human, physical, informational and other resources need to achieve the goals. (Bateman & Snell, 2004) Recruiting is a large part of organizing. Human resources are an important role. The company must try to attract the people needed to properly staff the organization to be able to meet the goals. The employees in an organization can be considered the most valuable asset at times. In addition, by specifying job tasks and grouping them into work units it helps to better organize the work load and resources. In order to do this the organization must management the tasks and personnel.

Leading is mobilizing or stimulating people to achieve their best. Managers need to be able to motivate their employees to achieve the business group and overall organizational goals. One way for a manager to do this is through close contact and communication on a daily basis. Workers that get positive feedback and motivation from their managers are going to be more willing to help the team achieve the goal at hand. Through leading their employees the manager can ensure that the team is working well together and is efficiently reaching their goals. If the manager is working closely with the team they will know when something is not working and can take immediate action to correct it.

This could also be considered part of monitoring or controlling the team. Managers need to work on controlling the team so that they can implement necessary changes or see the progress that is being made. The controlling function makes sure that the goals are met and it makes changes as needed. The learning and changing process should be taking place throughout the organization and the management process.

These four functions of management can be applied to your personal life as well as the business environment. For example, you should set personal goals and then plan how you will achieve these goals. As you learn new things you can constantly change your plan or reorganize to be able to reach your goals. This is the same as the business approach to achieving organizational goals. I try to use these four functions in my personal life as well as in my professional life. Even though, I am not a “manager” I still find it helpful to go through these functions in my job tasks. I use the planning and organizational tools that I have through computer programs and other methods to try to achieve better efficiency in my work.

These are the main functions of management but they will most likely be done simultaneously. For instance, a manager may have to use their planning skills for a new project and during this planning phase they will also need to use their organizing skills to see

what types of resources are available. For a manager to be the most affective they should work on all four functions and try to implement them on a daily basis to the work and personnel that they manage. Through education managers can learn how to better utilize their skills to make certain that they are using all four of the management functions.