

Management What is Management? In all business areas and human organization activity is "the act of getting people together to accomplish desired goals and objectives". Management comprises planning, organizing, staffing, leading or directing, and controlling an organization (a group of one or more people or entities) or effort for the purpose of accomplishing a goal. Leadership Vs Management The manager is the person who brings things about; the one who accomplishes, has the responsibility, and conducts. A leader is the person who influences and guides direction, opinion, and course of action. If a manager guides, directs, and motivates others and a leader empowers others, then it could be said that every manager is a leader. Management styles Managing through information which involves: the collection and dissemination of general communication relevant to the unit and acting as its spokesperson; controlling inside the unit through decision-making about issues, courses of action, responsibilities and outcomes. Managing with people: including supervising, motivating and developing people, building and sustaining culture, teams and teamwork within the unit; linking people in the unit to outside the unit through networking, representing and buffering the unit. Managing action directly: in the unit through such activities as managing projects, handling disruptions; outside the unit building support and coalitions and conducting negotiations. Management functions Planning Planning is future-oriented and determines an organization's direction. It is a rational and systematic way of making decisions today that will affect the future of the organization. Organizing Organizing requires a formal structure of authority and the direction and flow of such authority through which work subdivisions are defined, arranged and coordinated so that each part relates to the other part in a united and coherent manner so as to attain the objectives. Staffing Staffing is the function of hiring and retaining a suitable work-force for the enterprise both at managerial as well as non-managerial levels. Management functions Directing The directing function is concerned with leadership, communication, motivation, and supervision so that the employees perform their activities in the most efficient manner possible, in order to achieve the desired goals. Controlling The function of control consists of those activities that are undertaken to ensure that the events do not deviate from the pre-arranged plans. Strategic planning has been described as a systematic process of envisioning a desired future and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them. Setting the Mission, Vision and Values for the Organization Values?? The organization should also have a set of values which are principles that guide the actions required at all levels of the entity to achieve the mission and the vision. These values provide information to employees as to how they should conduct themselves and how they should undertake their roles in order to achieve the organization's mission, vision and goals. Vision? The vision statement defines the organization's desired future state. The vision should be future orientated, ambitious and aspirational while at the same time being realistic and achievable. Mission? The organization's mission is a brief statement identifying the fundamental reason as to why it exists, what it actually does and how it will achieve its vision. It creates a sense of direction, broadly describes the organization's capabilities and can be written as the "present state" ?????? Reviewing the Current or Previous Plan Once the mission, vision and values have been confirmed, the next step is to review the previous strategic plan. This review should include an evaluation of how many of the goals and objectives related to the previous plan were achieved and whether any of the components of the plan should be

rolled over into the new cycle. Implementation of the Strategic Plan Most successful strategies will comprise 10% formulation and 90% implementation.??????????