

INTRODUCTION TO MANAGEMENT





*To handle yourself, use your head,
to handle others, use your heart*

Donald Laired

INTRODUCTION



- Found everywhere
- Life blood of an organisation
- It comprises of-----
- Manager should always remember “Thinking well is wise, planning well is wiser but doing it well is wisest and best of all.”

DEFINITIONS



- “Management is the art of getting things done through and with people in formally organised groups.”

--- Koontz

- “Management is knowing exactly what you want the men to do and then seeing that they do it in the best and cheapest way.”

--- F.W. Taylor

Contd.....



- “Management is a distinct process consisting of planning ,organising, staffing and controlling performed to determine and accomplish stated objectives by use of human beings and other resources.”

--- *GEORGE TERRY*

CHARACTERISTICS OF MANAGEMENT



- Management is a social process
- It involves activities
- It is creative and continuous process
- It involves different styles
- It follows certain principles
- It is all pervasive
- Efficient mgmt involves clearly defined objectives
- It is art, science as well as profession

PRINCIPLES OF MANAGEMENT



- Division of work
- Authority and Responsibility
- Discipline
- Unity of Command
- Unity of Direction
- Subordination of interest
- Remuneration
- Centralisation
- Scalar chain
- Order
- Equity
- Stability of tenure
- Initiative
- Esprit De corps

IMPORTANCE OF MANAGEMENT



**BETTER UTILIZATION OF
RESOURCES**

INNOVATION

CORPORATE IMAGE

EFFICIENCY

**CORDIAL INDUSTRIAL
RELATIONS**

MOTIVATES EMPLOYEES

**REDUCTION IN ABSENTEEISM &
LABOUR TURNOVER**

**EXPANSION AND
DIVERSIFICATION**

FUNCTIONS OF MANAGEMENT



PLANNING

ORGANISING

DIRECTING

STAFFING

CONTROLLING

CO-ORDINATING

COMMUNICATING

MOTIVATING

LEVELS OF MANAGEMENT



TOP LEVEL MGMT
(BOD,CEO,GEN MANAGER)

MIDDLE LEVEL MGMT
(DEPT .HEADS,ADVISORS,
EXECUTIVES)

LOWER LEVEL MGMT
(FOREMEN,FIRST LINE
MANAGERS)

MANAGERIAL SKILLS

