

Functions of Management

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### Introduction

This research paper will focus on discussing and evaluating the four basic functions of management that are planning, organizing, leading and controlling. The more important function will then be discussed and an explanation regarding why these functions are important for an organization and describe the purpose conducted in each managerial function.

### Discussion

A good management team has to be clear about what is important to the company or the organization and have the right people in place to do what they need to do. For that, since it is clear that they alone cannot do everything, the management should have to know what they have to do and what not to do with a strategy (Tengblad, 2012). There are four basic functions of management that have to be executed effectively in order to achieve effective management.

These four functions are:

#### **Planning**

Planning involves deciding where to take a company and selection of steps to get there. First, it requires that managers are aware of the challenges that their company is facing, and then requires managers to predict future business and economic conditions. They must then formulate the objectives to be achieved within a specified period and decide on measures to achieve them.

#### **Organize**

To properly implement on the plan an organize team is required for that, in an organization the administrators organize the physical, human and financial resources to achieve objectives. They identify the activities to be performed, classified activities, assign activities to

groups or individuals, create accountability and delegate authority. Then coordinate the relations of responsibility and authority.

### **Leadership**

After creating a perfect plan and organizing the management, then it is the duty of a leader to make decision for the well being of company. Leadership requires managers to motivate employees to achieve the objectives and goals of the business. For this a leader uses these authorities to achieve these objectives and the ability to communicate effectively with the employees. Effective leaders are students of human personality, motivation and communication. They can influence their staff to see situations from their perspective. Leading also involves the supervision of employees and their work (Brass, 2011).

### **Control**

Control is an important function of management style and is different from lead. The controlling in an organization includes ensuring that the work is being performed in accordance with the general plan. In this regard it is the duty of a manager, to carefully pay attention to the work done compared to the planned work, including how long things are taking or how much things are costing. If the actual work varies significantly in some aspect of the plan it is for the manager to adapt and decide whether to make changes. The long-term problems quickly detect whether a manager is controlling effectively and can be addressed sooner rather than later.

The control does not necessarily achieve monetary goals and objectives only. It also relates to the goals and objectives as intangible meet, a production quota or reducing customer complaints by a certain amount.

## Task of Management

To perform a key role in the success of the organization and operations of the daily life of an office, the role of an administrative coordinator is highlighted as it oversees the administrative activities, manages information, communicates information throughout the office, and regularly uses computers and other equipment office to perform these functions. It is expected that administrative coordinators have a strong initiative, ability to make judgments and decisions independently, and knowledge of all rules and policies of each department within the organization (Aamodt, 2012).

The functions of administrative coordinators include attendance at the administrative office operations and other. This may involve helping supervisors to prepare a budget for the organization or department, or monitoring of projects to ensure they are progressing efficiently and completed before the deadline. They help in this way to prepare manuals and other publications on improved solutions, methods and procedures after conducting research and analysis reports and findings.

Within this analysis, we must understand what the few key elements that go into making a successful company. Understanding these, you will have clearer vision to invest in businesses and people, where removing barriers and encouraging results were obtained. Among them the challenge for senior management is not only to understand the organization, but to have clear objectives and communicate them clearly, and have clear incentives and measures to allow employees to help you meet (Hartzell, 2014).

## Organizational (I/O) Psychological Practices

An organization could implement different psychological strategies for the training and development of their employees. A great emphasis is placed on research in important areas of

this type of psychology, including cognitive development, job performance and evaluation.

Usually when employees are not achieving their objectives, it is the task of the leader to step in and provide a plan of action necessary to correct the deficiency. A manager should create a strategy to understand the issues of the employee and might have to provide training and become a mentor. The management should design these trainings to help an employee overcome their shortcomings (Norman, 2014). The main objective of an organization is to understand the psychology of their employs which will benefit them later on.

### Objectives

1. Identify the main needs of the organization in areas of human resources and organizational behavior, by applying different evaluation techniques.
2. Evaluating processes and products of the practice by applying instruments corresponding.
3. Actively participate in group supervisions showing communication skills, support and teamwork.
4. Critically reflect on ethical and professional performance for it.
5. Develop plans for self improvement and personal development, based on a self-assessment professional performance itself

Similarly, the meetings are an effective way to boost support and strengths of your team around a particular subject. The number of people at the meeting is an opportunity and a challenge, as each person who attends has their own learning style. To involve everyone in the conversation, it is important to prepare for attracting coworkers with every learning style. For example, meeting materials could include presentations for visual learners, a facilitator to discuss the issues for the hearing and brochures or activities for kinesthetic learners (Tengblad, 2012).

An organization could incorporate a quality management system in their controlling process as thinking about the implementation of the plans that need improvement. Quality is not

the result of one-time, so to do this, management must focus on continuous improvement in all processes. The steps to improve quality should be based on evidence. The most important thing is to concentrate on your customers, their needs, perceptions and needs (Brass, 2011).

The main objective of incorporating a quality management system in an organization is to beat the competition with efficient management system. This is done by adding value at every stage of production. Long-term plans for your business and at the same time management provides a framework for this are defined. Quality management makes every employee, ownership of customer satisfaction and obliges them to work for the best completion of their tasks.

Internally, a sense of collaboration and motivation is generated. You can set annual targets for sales growth and product innovation, but each object is methodically conducted on the basis of product quality, attention and service. The beginning of a system of quality management in the company can identify residues, straightening processes and thus reduce costs by reducing inefficiencies. It is, therefore, improved customer satisfaction, increase sales and promotion of the goodwill of your business (Norman, 2014).

Once you know what they already want to do when you want to and where you want to do, to get organized. The organizational management is the essence of all business management. Delegating appropriate tasks to relevant persons will be the first action to be done to achieve an adequate organization, besides this there can be successfully organized business operations that take place in your current day, week and even month.

### **Conclusion**

When an organization plans its processes, and products and services it is going to offer. It helps the organization an immense deal. Deficiencies are removed through controlling function of management as the organization is continuously monitoring the performance of the organization and its processes. If any changes are required, it takes the desired action against the problems faced by the company. These functions of an organization also help the organization to analyze the strengths and weaknesses of an organization. It makes it easy to assess the performance of the organization in contrast to other organizations. An organization can succeed with the key management rules that are to create an environment for success, eliminate problems when they bloom or better before and take advantage of great opportunities.

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