

A STUDY OF FUNCTIONS OF MANAGEMENT

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Abstract

Management is a combination of principles related to the important functions of planning, staffing, organizing, directing, and controlling. Management plays vital role in living and is important wherever human efforts are to be undertaken to achieve desired aims. Management is a combination of the functions of planning, organizing, directing, and controlling, and these are implemented for effectively to achieve any organizational objectives. Management is very important for every organization and necessary to run for all companies to get maximum profits.

Key words: - Management, Planning, Staffing, Organizing, Directing and Controlling

INTRODUCTION

Management is a set of principles related to the important functions of planning, staffing, organizing, directing, and controlling. Management plays vital role in living and is important wherever human efforts are to be undertaken to achieve desired aims. Management is a combination of the functions of planning, organizing, directing, and controlling, and these are implemented for effectively to achieve any organizational objectives. Management is very important for every organization and necessary to run for all companies to get maximum profits. There are basically five main functions of management.

- A. Planning
- B. Organizing
- C. Staffing
- D. Directing
- E. Controlling

A. Planning - Planning is important function of management for future oriented decisions and decides an organization planning. Planning involves predicting of the future and control the organization working. It involves the ability to search the effects of present actions in the long run in the future. An effective planning enables the effect of both external as well as internal factors in the organization.

- B. Organizing** - Organizing needs a formal structure of authority to operate and the direction such authority through which organization work subdivisions are planned, and coordinated so that each module is related to other part in a planned manner, so as to attain the organization aims.
- C. Staffing** - Staffing is procedure of recruiting, training, developing, compensating and evaluating employees and maintaining staff with proper incentives and motivations. Staffing function is more important in management, because people differ in their skills, intelligence, knowledge, experience, age and attitudes. Staffing is required to do to recruit efficient staff for the organization.
- D. Directing** - Directing function is related with leadership quality, personal communication, self-motivation and monitoring, so that the staff perform their activities in the most reliable and efficient manner, in order to achieve the desired objectives. Leadership quality involves giving of instructions and guiding the subordinates about process and tools. Communication is very important, since highly motivated people express excellent performance with less direction from senior managers.
- E. Controlling** - Controlling incorporates of activities that are taken to ensure that the organization events do not deviate from prearranged planning. These activities consist of establishing standards for staff work performance, computing performance and comparing it to other standards and taking objective and accurate actions.

Conclusion

Management is a combination of the functions of planning, organizing, directing, and controlling, and these are implemented for effectively to achieve any organizational objectives. Planning involves predicting of the future and control the organization working. It involves the ability to search the effects of present actions in the long run in the future. Organizing needs, a formal structure of authority to operate and the direction such authority through which organization work subdivisions are planned. Staffing function is more important in management, because people differ in their skills, intelligence, knowledge, experience, age and attitudes. Leadership quality involves giving of instructions and guiding the subordinates about process and tools. Controlling incorporates of activities that are taken to ensure that the organization events do not deviate from prearranged planning.

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