

## Chapter 3

# Basic Management Functions

*Great success in any enterprise comes from a balanced combination of three elements: the mission, the leadership, and the people who make it happen. By far the most important is the mission.*

—Roger Federer

### Learning Objectives

- 1. Describe the benefits of planning and outline the typical process of the future to plan.
- 2. Describe the types of plans used in business settings and identify and explain the key elements of planning.
- 3. Establish the role of planning as an organizational process and mission.
- 4. Establish the significance of goals and objectives in planning.
- 5. Define action plans and compare the elements of a typical action plan.
- 6. Define organizing and describe its place among the four management functions.
- 7. Compare the separation of duties in organizational life.
- 8. Explain the concept of authority and describe how authority is implemented in three ways: by an organization.
- 9. Define the concepts of "lines of command" and "span of control" as they apply to the role of the first-line supervisor.
- 10. Define the informal organization and describe its potential impact on organizational functioning.
- 11. Define coordinating and controlling, and describe their relationship to the other management functions.

# Basic Management Functions Jones Bartlett Learning

**Heidi McHugh Pendleton, Winifred  
Schultz-Krohn**



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Kelly,Lucille A. Joel,1999 Emem Bear Likes Bubble Bath is a Children s picture book that emphasizes on the notion of hygiene and learning parts of the body Emem Bear demonstrates some of her knowledge of the names of the different parts of her body She is encouraged to name and ask questions Emem Bear is demonstrating her ability and is sharing information with her mother in an open dialogue while she is taking her bubble bath In this colorful story Emem Bear and her Mama are happily enjoying the bath time Emem Bear is participating in the process of cleaning her body What a better way for Mama Bear is than encouraging Emem Bear and allowing the space for her to be aware of her own body parts and how she is taking care of Emem Bear s participation brings pride and joy to her As once she admits that she was not too fond of bath time Emem Bear is thankful She demonstrates her grace and courtesy In this whimsical story the information presented and the incentive is based on concrete knowledge and learning process for children ages two to six as it is drawn from their daily life experiences The story is entertaining educational and witty It does increase the child s awareness of her his body Children do strongly relate to the story naturally *Medical and Health Care Books and Serials in Print* ,1997 **Forthcoming Books**  
Rose Army,2003-12

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### **Table of Contents Basic Management Functions Jones Bartlett Learning**

1. Understanding the eBook Basic Management Functions Jones Bartlett Learning
  - The Rise of Digital Reading Basic Management Functions Jones Bartlett Learning
  - Advantages of eBooks Over Traditional Books
2. Identifying Basic Management Functions Jones Bartlett Learning
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Basic Management Functions Jones Bartlett Learning
  - User-Friendly Interface
4. Exploring eBook Recommendations from Basic Management Functions Jones Bartlett Learning
  - Personalized Recommendations
  - Basic Management Functions Jones Bartlett Learning User Reviews and Ratings
  - Basic Management Functions Jones Bartlett Learning and Bestseller Lists

5. Accessing Basic Management Functions Jones Bartlett Learning Free and Paid eBooks
  - Basic Management Functions Jones Bartlett Learning Public Domain eBooks
  - Basic Management Functions Jones Bartlett Learning eBook Subscription Services
  - Basic Management Functions Jones Bartlett Learning Budget-Friendly Options
6. Navigating Basic Management Functions Jones Bartlett Learning eBook Formats
  - ePub, PDF, MOBI, and More
  - Basic Management Functions Jones Bartlett Learning Compatibility with Devices
  - Basic Management Functions Jones Bartlett Learning Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Basic Management Functions Jones Bartlett Learning
  - Highlighting and Note-Taking Basic Management Functions Jones Bartlett Learning
  - Interactive Elements Basic Management Functions Jones Bartlett Learning
8. Staying Engaged with Basic Management Functions Jones Bartlett Learning
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Basic Management Functions Jones Bartlett Learning
9. Balancing eBooks and Physical Books Basic Management Functions Jones Bartlett Learning
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Basic Management Functions Jones Bartlett Learning
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Basic Management Functions Jones Bartlett Learning
  - Setting Reading Goals Basic Management Functions Jones Bartlett Learning
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Basic Management Functions Jones Bartlett Learning
  - Fact-Checking eBook Content of Basic Management Functions Jones Bartlett Learning
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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