

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. Differentiate 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.

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



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undergraduate psychology course pedagogically revised and substantively updated to integrate high interest topics of the 1990s with classic issues and research concerns The third edition was published in 1988 Annotation copyrighted by Book News Inc Portland OR **Army and Navy Journal** ,1925 Dimensions of Professional Nursing Lucie Young 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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