

## 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 major areas 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

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Schultz-Krohn**



## **Basic Management Functions Jones Bartlett Learning:**

The book delves into Basic Management Functions Jones Bartlett Learning. Basic Management Functions Jones Bartlett Learning is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Basic Management Functions Jones Bartlett Learning, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Basic Management Functions Jones Bartlett Learning
    - Chapter 2: Essential Elements of Basic Management Functions Jones Bartlett Learning
    - Chapter 3: Basic Management Functions Jones Bartlett Learning in Everyday Life
    - Chapter 4: Basic Management Functions Jones Bartlett Learning in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, the author will provide an overview of Basic Management Functions Jones Bartlett Learning. This chapter will explore what Basic Management Functions Jones Bartlett Learning is, why Basic Management Functions Jones Bartlett Learning is vital, and how to effectively learn about Basic Management Functions Jones Bartlett Learning.
  3. In chapter 2, the author will delve into the foundational concepts of Basic Management Functions Jones Bartlett Learning. This chapter will elucidate the essential principles that must be understood to grasp Basic Management Functions Jones Bartlett Learning in its entirety.
  4. In chapter 3, the author will examine the practical applications of Basic Management Functions Jones Bartlett Learning in daily life. This chapter will showcase real-world examples of how Basic Management Functions Jones Bartlett Learning can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Basic Management Functions Jones Bartlett Learning in specific contexts. This chapter will explore how Basic Management Functions Jones Bartlett Learning is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Basic Management Functions Jones Bartlett Learning. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Basic Management Functions Jones Bartlett Learning.

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