

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.

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Julia Schneider



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Unveiling the Power of Verbal Art: An Psychological Sojourn through **Basic Management Functions Jones Bartlett Learning**

In a global inundated with screens and the cacophony of instant connection, the profound power and mental resonance of verbal beauty frequently diminish in to obscurity, eclipsed by the continuous onslaught of sound and distractions. Yet, nestled within the lyrical pages of **Basic Management Functions Jones Bartlett Learning**, a fascinating perform of fictional brilliance that impulses with organic feelings, lies an memorable trip waiting to be embarked upon. Penned by a virtuoso wordsmith, that magical opus guides visitors on an emotional odyssey, softly exposing the latent possible and profound impact stuck within the elaborate internet of language. Within the heart-wrenching expanse with this evocative evaluation, we can embark upon an introspective exploration of the book is key subjects, dissect their captivating publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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