

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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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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