

## 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

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*LPN to RN Transitions* Linda Lee Phelps,2024-08-22 LPN to RN Transitions Achieving Success in Your New Role 6th Edition guides students in the transition from licensed practical vocational nurse LPN LVN to registered nurse RN Catering to diverse adult learning styles and settings this text serves as a core resource as students navigate career advancement and discover a new scope of practice This updated edition includes case studies that illustrate real life experiences of fellow LPNs LVNs transitioning to the RN role as interactive exercises

designed to propel learners toward their academic and professional objectives This guide emphasizes the decision making and leadership skills essential for RNs promoting confidence and lifelong learning in an evolving healthcare landscape

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