

LECTURE 1 – Management, managers, and managing

Explain management

Why Study Management?

- Provide direction
- Deepen focus in chosen specialisation
- Add prestige and increase competitiveness
- Assist in understanding relationships in organisations
- Helps with experience in placements and industry projects (PACE)
- Gives useful skills such as critical thinking, teamwork, and problem solving.

What is Management?

- The pursuit of organisational goals **EFFICIENTLY** and **EFFECTIVELY** by integrating the work of people through **planning, organising, leading and controlling** the organisation's resources.
- The act or art of managing: getting things done through people.

Efficiency versus effectiveness

- Many companies use a recorded telephone menu (called "IVR").
- These get customers help direct calls and minimise wasted time (for the company).
 - They are efficient.
- Customers prefer speaking to a person.
 - They are NOT effective

Functions of Management



Describe what managers do

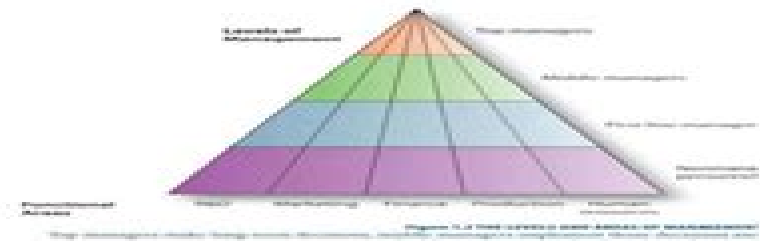
Who are managers?

- Occupational group that direct how the work is done and determine whether goals are met.

Differentiate levels and areas of management

1. Top managers - develop the organisation about the overall direction (objectives/policies).
2. Middle managers - implement and coordinate the activities for first-line managers.

- Line manager that leads a function; Responsible for product/service to the output of the company.



Managers for different types of organisations

- For-profit: making money
- Non-profit: for offering services
- Mutual benefit: for aiding members

IMPORTANT!

- ALL managers manage same for different organisations.
- Even if tasks/focus differ, managers fundamentally complete functions regardless.

Understand different managerial roles

Dynamics of Managing

- Mintzberg's key finding's that characterise the dynamic of "managing":
- The unrelenting pace of managing
- The brevity + variety of activities in context of the fragmentation + discontinuity of the job.
- The favouring of informal and verbal forms of communication.

Garde Manager Study Guide

Spencer A. Rathus

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1. Understanding the eBook Garde Manager Study Guide
 - The Rise of Digital Reading Garde Manager Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Garde Manager Study Guide
 - 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 Garde Manager Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Garde Manager Study Guide
 - Personalized Recommendations
 - Garde Manager Study Guide User Reviews and Ratings
 - Garde Manager Study Guide and Bestseller Lists
5. Accessing Garde Manager Study Guide Free and Paid eBooks

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- Garde Manager Study Guide eBook Subscription Services
- Garde Manager Study Guide Budget-Friendly Options
- 6. Navigating Garde Manager Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Garde Manager Study Guide Compatibility with Devices
 - Garde Manager Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Garde Manager Study Guide
 - Highlighting and Note-Taking Garde Manager Study Guide
 - Interactive Elements Garde Manager Study Guide
- 8. Staying Engaged with Garde Manager Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Garde Manager Study Guide
- 9. Balancing eBooks and Physical Books Garde Manager Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Garde Manager Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Garde Manager Study Guide
 - Setting Reading Goals Garde Manager Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Garde Manager Study Guide
 - Fact-Checking eBook Content of Garde Manager Study Guide
 - 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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