

# Management



**Management** is very exciting and rewarding career. A career in management offers:

- ◉ status,
- ◉ interesting work,
- ◉ the satisfaction of working closely with other people.



**Management** helps business focus on setting and meeting goals effectively and efficiently so that a profit can be made.



# Functions of management

- ◉ **Planning.** It is the act or process of creating goals and objectives as well as the strategies to meet them.
- ◉ **Organization.** It allows managers to lead and control employees and activities to get work done. A good manager must organize people, work process and equipment so that work is well coordinated.

- ⦿ Good management also requires good leadership. **Leading** means providing directing and vision. Manager need to set standards so that the workers know their goals.
- ⦿ **Controlling** the operation means keeping the company on track and making sure goals are met. Managers keep track of the budget, the schedule and the quality of the products or services they provide.



Educational requirements for career in management vary. Most employees require a college degree in either the liberal arts, social science or business administration.

For student interested in getting into management trainee programs in major corporations a Master's Degree in Business Administration is a common requirement. An MBA gives the best opportunity for these top programs.







In large organizations managers work in a variety of areas.

The major ones are:

- ◉ Operations
- ◉ Human resources
- ◉ Finance
- ◉ Marketing

# Operations manager

- ◉ The operations manager is responsible for prediction control, inventory control, quality control and site selection.



# Human resources manager

- The duties of human resources manager include planning, recruiting and selecting employees, training and development, formulating performance appraisal systems.



# Financial manager

- Financial manager is responsible for such activities as accounting, cash management and investments.



# Marketing manager

- Marketing managers are responsible for getting customers and clients to buy the organization's products or services.



# Skills needed for managers

- Time-management skills
- Communicational
- Work under pressure
- Sense of purpose



# Advantages of being manager

- ◉ Good salary
- ◉ Ability to lead
- ◉ Ability to control their time
- ◉ Prestige





# Disadvantages of being manager

- Managers are often blamed when the things go wrong and often under pressure.



Management careers are available not only in business organizations, but also in government agencies, hospitals, not-for-profit agencies, museums, theatres, educational institutions and even political organizations.

