

Chapter 5 – Introduction to Management

Management

Key Words

Management - is the ability to achieve results through people. It involves Planning Organising, Controlling the work to be completed and requires the skills of leadership Motivation and Communication

Leadership - involve directing staff, setting a clear example of what is expected of others and delegating work

Delegation - This means giving authority to subordinates to carrying out tasks

Motivation - This is the willingness of people to work hard and to contribute their best efforts

Communications - This refers to the transfer of information between people. It can be done oral written or visual

Planning - This means clearly setting out the goals for the organisation and how these are to be achieved.

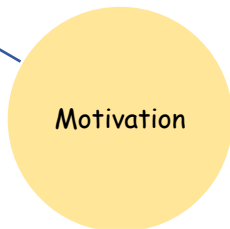
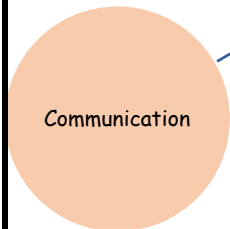
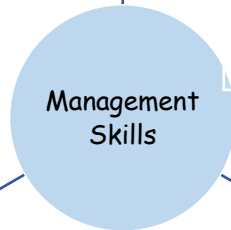
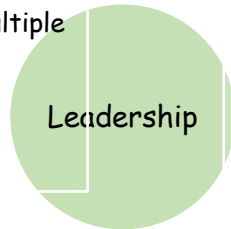
Organising - This means bringing people and resource together to implement the plans and achieve the company goals.

Controlling - This is the continuous monitoring and checking of results to see if they are inline with the target and standards set out in the plan

Paul O'Connell is **active** on the rugby field

Skills of finding the
Lowest Common Multiple

Leadership
Communication
Motivation



Importance of Management Skills

In home - Parent are the managers at home, and they have to show leadership to their children, motivate them to do well, communicate, organised and control the finance of the house.

In school - Principals show leadership to teachers and students. They motivate them to do their best. Must have effective communication, plan timetables and organised students into classes and control the school budget

In the local Community - Leadership to run local festivals. Motivation to keep people interested and communication to make sure that everyone understands. They also need to plan the dates and control the finances

In business - need to plan ahead of the competition, to organise resources, control finances. Provide leadership to the employees. Motivate staff to do their best and communication

Common activities when managing a house and business

Similarities

Taxation
Official Forms
Decision making
Management Activities
Raising Finance
Communication

Difference

the Scale
Legislation
Mgt Expertise

2002 (a)

Characteristics on managers

1. Problem solvers
2. Decisive
3. Good with people
4. Confident
5. Good Communicators
6. Have good time keeping

TIP - It is a good idea to compare these with the characteristic of an entrepreneur and to be able to explain each of the characteristic that were just mentioned.



Planning
Organising
Controlling

Similarities and difference between manager and entrepreneurs

Similarities

Ideas Energy

Risk Taking

Mange day to day

Differences

Entrepreneur

- Ideas and energy to start the business
- energy into new tasks

- Personal/financial risk
- Work on their own

- Set up sometime new
- don't delegate

Manager

- Few ideas
- Energy into running the bus

- No financial risk
- Don't own the business

- Routine day
- delegation is important