

Definitions and functions of management

Management is an art and science of getting work done through people. It is the process of giving direction and controlling the various activities of the people to achieve the objectives of an organization.

✓ What is management?

There are numerous definitions of management. Different experts have defined different points of view. According to **Fredrick Winslow Taylor (1856–1915)** commonly known as '**Father of Scientific Management**', "Scientific Management is an art of knowing exactly what you want your men to do and seeing that they do it in the best and cheapest way". In Taylors view, if a work is analyzed scientifically it will be possible to find one best way to do it.

According to **Mary Parker Follett**, "Management is the art of getting things done through people." **Harold Koontz** defined as, "Management is the art of getting things done through and with people in formally organized groups. It is the art of creating an environment in which people can perform and individuals could cooperate towards attaining of group goals."

In view of **Joseph Massie**, "Management is defined as the process by which a cooperative group directs actions towards common goals."

George.R.Terry's point of view, "Management is a distinct process, consisting of planning, organizing, actuating and controlling, performed to determine and accomplish stated goals by the use of human beings and other resources." As **Henri Fayol (1841–1925)** stated: "To manage is to forecast and to plan, to organize, to

command, to coordinate and to control". As **Fredmund Malik (1944–)** defines management as "the transformation of resources into utility".

According to these definitions, management is a process a systematic way of doing things. The four management functions included in this process are planning, organizing, directing and controlling.

✓ *Functions of management:*

1. **Planning:** This involves setting goals and objectives for the organization and determining the best course of action to achieve them. Planning also involves forecasting future trends and events and developing strategies to adapt to them.
2. **Organizing:** Organizing entails arranging resources and tasks in a structured manner to facilitate the achievement of organizational goals. This includes creating an organizational structure, defining roles and responsibilities, and establishing communication channels.
3. **Leading (or directing):** Leading involves influencing and motivating employees to work towards the accomplishment of organizational objectives. This function includes tasks such as providing guidance, inspiring teamwork, resolving conflicts, and communicating with employees.
4. **Controlling:** Controlling involves monitoring organizational performance, comparing it to established goals and standards, and taking corrective action when necessary. This function ensures that activities are aligned with organizational objectives and that resources are used efficiently. Control mechanisms may include setting performance targets, conducting performance evaluations, and implementing feedback systems.

These functions are interrelated and interdependent, and managers typically engage in all of them to some extent as they work to achieve organizational goals and objectives.