

MODULE 1 INTRODUCTION

Topics to be covered in this Module:

Management-Meaning, nature and characteristics of management, scope and functional areas of management, goals of management, levels of management, brief overview of evolution of management.

Planning-nature, importance, types of plans, steps in planning. Organizing-nature and purpose, types of organization.

Staffing-Meaning Process of recruitment & selection

Definition of management:

- Simplest definition is that it is defined as the art of getting things done through people.
- Management can also be defined as the process consisting of planning, organizing, actuating, and controlling performed to determine and accomplish the use of people and resources.
- It is systematic way of doing things.
- A manager is one who contributes to the organizational goals indirectly by directing the efforts others by not performing the task by himself
- A person who is not a manager makes his contribution to the organizations goals directing by performing the task himself.

Four management activities included in this process are: **Planning, organizing, actuating and controlling.**

1. **Planning:** means thinking of their actions in advance.
2. **Organizing:** means that managers coordinate human and material resources of the organization.
3. **Actuating:** means that managers motivate and direct subordinates.
4. **Controlling:** means that managers attempt to ensure that there is no deviation from the norm or plan.

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