

AN OVERVIEW OF MANAGEMENT AND ORGANIZATION

Objectives

At the end of this chapter, the students are expected to:

1. describe the meaning of management;
2. identify the scope of management;
3. recognize the importance of effectiveness and efficiency in organization;
4. describe characteristics of a manager;
5. examine the levels of managers in the organization;
6. compare the types of managers;
7. examine the skills required in managing;
8. identify the various roles of a manager;
9. describe the nature of an organization;
10. identify the basic principles of management and organization; and
11. recognize the importance of educating managers.

INTRODUCTION

The satisfaction of human wants is a universal concern and this is the basic reason why organizations are established. Limited resources and the ever-increasing demand for food, shelter, security, and other basic necessities drive people to devise or use means to ensure that the right moves are undertaken to satisfy those needs.

A positive approach is the adoption of effective and efficient schemes related to management and organization. Governments, business firms, and even nonprofit organizations are expected to manage their resources properly, or they will fail in the attempt to contribute their share in the alleviation of poverty and want.

The foregoing brings to the fore the importance of studying management and organization. This chapter, as well as the succeeding ones, attempt to support the above-mentioned statement.

WHAT IS MANAGEMENT?

Management may be defined as the achievement of organizational objectives through people and other resources. It consists of several functions, which may be briefly defined as follows:

1. *Decision making* is the process by which a decision maker determines the available alternatives and chooses the best solution that suits a given problem.
2. *Planning* is the process of establishing objectives and suitable courses of action before taking action.
3. *Organizing* is the process of arranging an organization's structure and coordinating its managerial practices and use of resources to achieve its goals.
4. *Staffing* refers to the process of recruiting, placing, training, and developing personnel.

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Table of Contents Tma Answers For Bhm 109

1. Understanding the eBook Tma Answers For Bhm 109
 - The Rise of Digital Reading Tma Answers For Bhm 109
 - Advantages of eBooks Over Traditional Books
2. Identifying Tma Answers For Bhm 109
 - 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 Tma Answers For Bhm 109
 - User-Friendly Interface
4. Exploring eBook Recommendations from Tma Answers For Bhm 109
 - Personalized Recommendations
 - Tma Answers For Bhm 109 User Reviews and Ratings
 - Tma Answers For Bhm 109 and Bestseller Lists
5. Accessing Tma Answers For Bhm 109 Free and Paid eBooks

- Tma Answers For Bhm 109 Public Domain eBooks
- Tma Answers For Bhm 109 eBook Subscription Services
- Tma Answers For Bhm 109 Budget-Friendly Options
- 6. Navigating Tma Answers For Bhm 109 eBook Formats
 - ePub, PDF, MOBI, and More
 - Tma Answers For Bhm 109 Compatibility with Devices
 - Tma Answers For Bhm 109 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Tma Answers For Bhm 109
 - Highlighting and Note-Taking Tma Answers For Bhm 109
 - Interactive Elements Tma Answers For Bhm 109
- 8. Staying Engaged with Tma Answers For Bhm 109
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Tma Answers For Bhm 109
- 9. Balancing eBooks and Physical Books Tma Answers For Bhm 109
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Tma Answers For Bhm 109
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Tma Answers For Bhm 109
 - Setting Reading Goals Tma Answers For Bhm 109
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Tma Answers For Bhm 109
 - Fact-Checking eBook Content of Tma Answers For Bhm 109
 - 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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