

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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