

<b>LESSON 9: Management</b>
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### 1 . Definition

The verb to manage comes from the Italian word maneggiare ( handle especially a horse ) which in turn derives from latin manus (hand). The French word mesnageement ( latter management) influenced the development in meaning of the English word management in the 17th and 18th centuries.

Management is the act of directing and controlling a large group of people for the purpose of coordinating and harmonizing the group towards accomplishing a goal beyond the scope of individual effort. Management encompasses the deployment and manipulation of human resources. Financial resources, technological resources ,and natural resources .Management can also refer to the person or people who perform the act of management.

### 2. Functions of Management

Management operates through various functions, often classified as planning, organizing, leading / motivating and controlling.

a. Planning: deciding what has to happen in the future ( today , next week, over the three next years ..... ) and generating plans for action.

Planning is concerned with determination of the objectives to be achieved and the course of action to be followed to achieve them. Before starting any action, one has to decide how the work will be performed and where and how it has to be performed. Thus, planning implies decision-making as to what is to be done , how it is to be done, when it is to be done and by whom it is to be done. Planning involves selecting of objectives and strategies , policies and programmes and procedures for achieving them.

b. Organizing :is the optimum use of the resources required to enable the successful carrying out of plans.

According to Fayol to organize a business is to provide it with everything useful to its functioning as raw materials, tools capital and personnel . thus organizing involves bringing together the manpower and material resources for the achievement of objectives laid down by the enterprise (company).

c. Leading / motivating : exhibiting skills in these areas for getting others to play an effective

part in achieving plans.

Every enterprise (company) is very much concerned with the quality of its people ( employees) especially its managers . the leading function is concerned with this aspect of management . thus, the leading (staffing) functions involve :

\_ Proper selection of candidates for positions العمال الصحيح الاختيار

remuneration Proper \_

\_ العمال الصحيح الاستبدال التعويض و Proper training and development so ad to enable them to discharge their organizational

functions effectively.

\_ Proper evolution of personnel العمال تقييم

d. Controlling : monitoring : checking progress against plans, which may need modification based on feedback.

Controlling is related to all other functions . it is concerned with seeing whether the activities have been or being performed in conformity with the plans , or is monitoring

Vocabulary:

Coordinating: to organize the different parts of an activity and the people involved in its so that it works well.

Harmonizing: to successfully combine different ideas systems or people , to combine successfully.

Accomplished :( adj) skilled, clever, good at something.

Scope: the idea within the limits of a question, subject, action.

Encompasse: to surround on all sides.

Deployment: to spread out, use, or arrange for action.

e.g : we must deploy all our skill in order to succeed in business.

Optimum: best or most favourable.

Exhibiting: to show something in public as for sale.

Feedback: information about the results of a set of actions,passed back to the person in charge so that the changes can be made if necessary.

## Exercise 01

3. Find synonyms and antonyms from the above passage :

Aim =	group =/=
Realizing =	industrial =/=
Includes =	failure =/=
Works =	regress=/=
to help =	one =/=
development =	before =/=

## Exercise 02

Check the following word partnerships. Find the odd one out in each group.

- performance /Check /assess / look
- Make /goals/ achieve / establish
- Reach /do/ implement / decisions
- Meet / set / standards / get
- Establish / roles / assign / make
- Reach /deliver / achieve / goals
- ideas/ Come up with / make / present
- Achieve / employees / direct / guide