

Management concepts essay example

[Business](#), [Management](#)



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MANAGEMENT CONCEPTS

Introduction

Management is a multi-use organ that manages the running of business, managers, and works itself. It is a managerial process carried out by managers, who practices leadership by taking authority and coordinating other workers to work within the organization. The manager is responsible in ensuring that he performs all the basic functions of management to their maximum, while achieving the goals, objectives, and ethics in any organization. He should demonstrate well social relationship between his workers and other companies; hence, he cannot assume or ignore the importance of human factor, in the management process. There is need for management in order to direct and organize persons in order to uphold trust and commitment of every worker in the business. There is high competition

in the modern business, as more organizations hire efficient managers who perform to their limits in ensuring the success of the company.

A successful and profitable business is based on good managerial, and management process, thus the sustenance of a profitable business in the growing market is possible through a competent and rational management process. The most common aspects to all managers are, planning, leading, organizing, staffing, and controlling. None of these aspects is central than the other, they all need to have a sequence of connection, and should complement each other. A complex dynamic connects may sometimes prove difficult to actually know which concept the manager is applying. These elements of management process combined, produces achievements and targets set by the company, and they act as management in practice. The manager plays a crucial role in ensuring these functions of management practices are well connected and running in relation to each other, with long lasting results to the company. They are the backbone of any organization and the determiner of a company's success.

In my previous employment company, a five star hotel, the management process was efficient and adequate in ensuring the success and growth of the hotel. As a hospitality manager, my boss had a lot of experience in running the five star hotels, as it was vital for him to stick to the basic functions of management. The following are the basic function he followed in achieving his target as a manager, and realizing the objectives of the five star hotels, while maintaining a healthy social life with his employees.

Planning

This is the initial step in management process, which aims to increase output in production. Through this, the manager can decide in good time, what needs doing in the company with beneficial results that will lead to the next process in the management function. Since this is the starting point in management planning, all the other functions depend on the success realized by this particular function. It acts as a general principle of management, and enhances group effort by informing those concerned of the goal, and the task for each individual. For instance, in the hotel I previously worked for, the manager had a systematic approach to planning, which enabled him, anticipate problems, and failures in the hotel, and timely correcting these drawbacks before they posed much damage to the reputation of the hotel. In case there was a guest ceremony at the hotel, or an ambassador visit, the manager would start letting each employee know what their part would be concerning the particular event, while ensuring all the other functions worked properly. Hence, division of labor was easy, and he was able to priorities work according to its urgency.

The management function of planning has enabled the growth and good reputation in the hotel business, since this function is almost the most vital and needs attention when executing it. The manager at my work place hotel incorporated plans that set goals of the industry; those that saw the employees adhere to rules and regulations. This limited the number of wasted time by workers and improper use of money and resources. In brief, the basic function of planning has greatly enhanced the managerial position and enabled the success of leading industries worldwide. In the case of my

previous work place, the manager is credited for the everyday running and operations through better planning and implementation of management practices.

Leading/directing

Leading or directing as managerial process, involves active guiding, directing and instructing people to set targets and do their duties in proper manner. It involves the active participation of the manager and his workers. In everyday managerial process, the manager directs specific numbers of employees to the appropriate duty under specific instructions and orders. This action prompts the manager to work as leaders of the subsidiary workers.

The hotel manager of my previous work place had selected a group of specialized junior workers who were in charge of directing the workers, and ensuring that they followed the given instructions in production and services rendering. This ensured sufficient workload to each worker involved in the production sector, in particularly the food and beverages administration. Our manager enhanced the quality of work by boosting the morale of the workers, and communicating with the workers on specific areas that may need improvement or assistance. The manager had leadership styles that enabled him to evaluate and assess a situation before intervening with the appropriate action. As a hotel manager, he created an environment that boosted new ideas and employee input. This made the employees have a sense of belonging, and in return shared ideas to improve work performance with the manager.

The function of leading, as incorporated by the manager made him offer box of goodies to workers, which he handed over to the best employee of the

week, as a way of boosting their morale. The key management function of leading promotes better communication in the sense that a manager is open and trust worthy to his workers. My previous work manager inspired all the workers in the hotel, which led to greater improvements in job performance and customer relations, as each employee took more ownership of their job posts. A successful leadership will result in better relations with the manager and the workers.

Organizing

Organizing is a function of management that develops an organization structure, and allocates human resources in order to accomplish key objectives. These resources vary in meaning, since the manager is responsible in organizing these human resources. For instance, my former work manager ensured best and responsible workers were hired, and with the necessary skills in their field of work. The manager faced a critical decision-making as he organized workers according to their services, and their utilization of skills. In hotel management, organization as management function entails ordering furniture and cutlery, necessary for production and services assistance. The manager should keep track of the components to procure, and avoid early or late purchase of these components.

Since organization occurs continuously, managers need to be flexible in changing course of operations where necessary while meeting the needs of their clients. A manager may opt to add new positions or executing certain existing work, which he may view as inappropriate. In my previous work place, the hotel manager enjoyed a smoother term in his managerial position. For instance, the hotel management ensures that they organize

hotel supplies and equipment. Managers need to take their organization function more seriously and consistent in order to achieve success and objectives in the workplace. In conclusion, the function of organization is vital and necessary in the work place and in the role of managerial process. Any hotel management, for instance my previous workplace, appreciates the need of organization in running the business and implementing new inventions and ideas.

Staffing

This refers to the work force needed for the completing a business plan that includes acquiring, maintaining, and keeping human capital in the organization. Planning involves technical and social functions. The technical part involves planning, performance evaluation and job analysis, compensation and benefits. The social part involves counseling, promotion and training. It is not easy to overstate the significance of staffing function, since cost incurred through staff pay and benefits are huge. The need for staffing by a manager arises from time to time, for the purpose replacing new workers and in diversifying business activities.

A successful business tend to have an efficient and cooperative staff managerial practices, which is entrusted to the manager, or the human resource department, which chooses the right individual for the right job, a fundamental principle in staffing. In my previous work place, the manager was responsible in staffing of workers and the human resource in order to increase efficiency and output of each worker. This was done through hiring of qualified personnel in their field of expertise, where a chef was tasked in the kitchen, and an accountant in the auditing room. Each individual

performed his or her respective tasks with utmost performance, and the overall outcome was rapid departmental growth. Staffing is a vital function that focuses on the nature of workforce present in the workplace.

Controlling

Controlling as managerial functions ensures work place performance does not fall below the limit standards, while a manager control by evaluating actual output with the desired output, and implementing adjustments. This function directly links with the function of planning, since it sets out main objectives that need executing, thus controlling ensures this achievements succeeds. This vital function monitors the output and input of an organization, and the process of doing work. It has four steps that include measuring performance, setting standards, correcting deviations, and evaluating actual with targeted results. The function of a manager in controlling must ensure the work-related activities of subordinate staffs are consistent with the achievements of organizational goals and aim.

In my previous work place, the manager controlled the production of workers, observed operation practices, service delivery to the customers, and ensured all workers adhered to the company's policies. This led to a smooth running of the hotel, and better relations between the manager, staffs, and the customers. In addition, this function helped the business avoid excessive loss through uncontrolled production, and poor calculation of the factors of production.

Conclusion

Concluding, the management functions are the best means of describing the work of a manager, and the best way to understand the basics of management study. These management concepts affect the daily running of business, and attract the attention of a manager in running, and coordinating them. In a workplace, the manager performs these functions, as they are essential in ensuring the company grows and succeeds in areas of production and service rendering. Indeed, these P-O-L-C frameworks provide useful guidance into management function and the overall duty of the manager, in implementing these management functions.

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