

# Four functions of management



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The four functions of management consist of Planning, Organizing, Leadership, and Controlling. These four functions work together strategically to display a manager's full potential; moreover, one function needs the others. When a manager adequately applies all four functions to all endeavors the manager and the team will progress victoriously. Everyday managers are faced with new challenges; therefore, managers have to find new innovative ways to overcome their obstacles. The four functions of management are designed to assist managers in every endeavor to help the organization's success.

Planning is the process of developing an outline for the organization. This process is vital to both the managers and the organization. Organizing sets the pace of the projects and is extremely helpful process to managers. Managers must maintain their positions; one way of doing this is to properly lead. As leaders managers are expected to motivate, encourage, train, delegate and so much more. Employees look to their managers for direction and guidance; therefore, managers must know how to lead properly. Managers must know how to be in charge and contain leadership.

Staying on top of project and overseeing are just a few ways of having control and monitoring the advancement of all projects is expected in retrospect. Top level managers, middle level managers and frontline managers all apply the four functions in their regimen. Top level managers are the CEO's, COO's and such. Middle managers would be district managers, supervisors, and regional managers. Frontline managers are store or department managers, any manager who would deal directly with the consumer. Even though these managers obviously stand in different

positions they utilize planning, organization, leadership and control to suit their roles.

Top level managers are the group of managers who accept the responsibility of organizing, planning, leading and controlling by set the pace. They design the plan and outline the goals of the organization as well as how the plan should be implemented. Having the lead role in the organization gives them the control over the advancement of all ideas; therefore, these managers have the finally say in the organization. Middle level managers break down and translate goals and ideas to the frontline managers as a main objective. They plan how to delegate responsibilities to frontline managers and oversee their effectiveness to complete their task.

The outline strategies for middle level managers consist of forming new innovative ideas to amplify the organizations success. Frontline managers seek the advice and leadership of middle managers because middle level managers control their daily planning. Often middle managers are expected to handle things such as conflict resolution, frontline manager scheduling, conference calls and mentoring. Frontline managers - Frontline managers are positioned directly before the consumer; moreover, when it comes to consumer satisfaction these managers are important. Middle managers look to these managers for feedback on consumers.

Frontline managers are expected to develop new ideas and activities that will not only improve consumer satisfaction, but ideas that will also improve employee performance. Employees look at frontline managers for motivation, team meetings and scheduling. These managers implement

leadership and control by ensuring that the organization's goals are being applied. They delegate among non-management employees as well as motivate and educate them. The four functions of management require a balance and all functions should be applied. Without planning a manager will not have focus and direction.