

Roles of Managers

Management- working with human, financial, and physical resources to achieve organizational objectives by performing the planning, organizing, leading, and controlling functions.

Management is in every type of organization. All managers perform some of the same basic functions to make sure that their business runs smoothly. The idea behind management is that you facilitate everyone working toward common goals. Keep in mind that various goals should satisfy the organization as a whole. For example, you should want to make a profit, but also want your customers to be happy.

A manager should strive hard to reach all objectives of an organization. Objectives can range from promoting current employees to changing the way that a function of your business operates. It is management's job to help evaluate all of the different objectives and keep them in balance. There are many opposing views that have a say in the organization, and it is important to be as reasonable as possible with all groups. Various groups that could be in competition are consumers, employees, and government regulation. You need to find a way to balance various needs while realizing that not everyone can be made happy.

As a manager, it is important to make good use of all of the time that you are given, as well as your coworker's time. It is of extreme importance to be efficient in all daily dealings. That is, that you need to be able to accomplish tasks within a reasonable amount of time. On the other hand, it is equally important to be effective in your work. Being effective means that your output is correct the first time.

In order to be an effective manager you need to use formal sets of knowledge as well as trusting your "gut feelings" as a person. On the technical side, you need to be

able to problem solve, use specialty skills, and apply applicable training. On the other side, you need such skills as being able to understand others and think quickly. Many people with little or no formal training are excellent managers because they are good with people and very adaptable. Practical life experience and improving on mistakes in the past are also skill builders of management technique.

There are four general functions of management. They include planning, organizing, leading, and controlling. All four functions are immensely important and no one function is better than another. These four functions must be coordinated to have management operate as a whole. Managers must continue to check on the functions to make sure that they are being achieved and constantly updated.

Planning encompasses looking forward and developing things in advance. An example of a common planning tool is a budget. A budget allows a company to best plan for the way that money should be spent and points out problem areas where costs are too high. It is up to the management to be able to make the plan and have firm decisions. Sometimes it is difficult to plan, but it provides an important focus for any business. Plans should and always can be revised. Other examples of planning are assigning deadlines, scheduling employees, and establishing when to reorder goods or supplies.

Organizing is another function of management. The basics here are to consider what resources are needed and what activities are needed. It is the manager's job to assign responsibility of objectives to employees. It is also important to give employees the necessary authority to accomplish tasks. A manager that can successfully assign tasks to others ensures that everyone has adequate things to do, work is reasonably spread among employees, and everything gets done. A manager can delegate some work to

others in an effort to decrease their own large work requirements. They usually delegate work that is more general and does not have to be done by someone in a management position.

Leading is the third function of management. Leading can be done in various ways. The meaning of leading is that you are able to get employees to do what needs to be done. Leading can be done by living up to the standards expected from employees, promoting those that do good work, and rewarding employees when they reach certain goals. Leading is providing a path and the motivation to get things done.

The last function of management is controlling. Controlling is devising ways to ensure that plans are being achieved. As a manager you need to constantly check on things for yourself to ensure that correct measures are being taken. Employee personal values need to fit with the organizational values. Administrative work such as paperwork and policies need to be kept up with. A manager must control the business by being a leader, figurehead, and liaison all at the same time.

References:

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