



Main (basic) Functions for Management and Manager

Set of activities (including planning, organising, controlling, leading and decision making) directed at an organisation resources (human, financial, physical and information) with the aim of executing program within the organisation (institution).

1) PLANNING (التخطيط والتحليل) (analysts)

It is the ongoing process of developing the business's goals and objectives and determining how they will be accomplished and achieved.

Planning includes both the broadcast view of the organization, e.g. it's mission, and the narrowest, e.g. a tactic for accomplishing a specific goal.

Planning involves choosing tasks that must be performed to attain organizational goals, outlining how the tasks must be performed, and indicating when they should be performed.

Planning is the core function of management because it is the foundation of the other four areas

Four steps in Planning are as follows: -

• Analysis & Objective (SMARTier)

• Methods → objectives تحققي

• Timing

• Strategy (Details in next year project management: Vision, Value, Mission, Strategic objectives, Actions and KPIs)

It basically bridges gap between present and future.

- S → specific
- M → measurable
- A → agreed / achievable
- R → realistic
- T → time bonded
- i → incremental
- e → ethical / evaluative
- r → recorded

وهدف آخر للـ planning

Planning includes: -

• Analysing and evaluation (Details in next year project management: the analysis techniques)

• Designing procedures

↓
ليكونها السنة الجاي

• Policies

• Rules

• Programmes

• Budgets



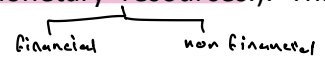
Planning can be short run or long run, but it is mostly for both, simultaneously. Short term plans are made to benefit long terms plans.

2) ORGANIZING along with Staffing

Organizing is an essential function of management. It is the process of accumulating resources from various sources to work according to the plans laid out by the management.

Simply: how to group and coordinate activities and resources.

Organizing is accumulating all resources (Physical, human and monetary resources.). This assembling would depend on the objective set by an organization.



Organizing can be thought of as assigning the tasks developed in the planning stages, to various individuals or groups within the organization. Organizing is to create a mechanism to put plans into action.

This function is also known to be the backbone of management.

The function of organizing contains following characteristics:-

- Structuring the functions
- Structuring duties
- Establishing authority - subordinate relationships

Steps of Organization function: - خطوات لتحقيق هذه المبادئ الثلاثة

1. Determination of activities of the enterprise in the line of its objectives
2. Dividing the activities into appropriate groups → activities implementation على يد العاملين
3. Assignment of these activities to individuals
4. Delegation of authority
5. Fixing responsibilities
6. Co-ordination of these activities and authority relation

افكر او على الورق

In short, Organization is all about division of work amongst individuals and co-ordination of their efforts to achieve the objective set by the organization.

Immediately after planning, the manager needs to organize the team according to plan. This involves organizing all of the company's resources to implement a course of action and determining the organizational structure of the group.

في اذا ما كان في organizing او implementation لا planning وحده فيه
collapse جاز institution و ظل في منظمة العمل و ظل في الثقة
والكوئنين و leaders تعاون



Without organization, a company will have no structure and their day-to-day operation of business will most likely collapse. If management is **disorganized**, it can trickle down to the employees because they will **lose confidence in their leaders**.

Staffing → جزء من organizing. التوظيف وليس فقط التوظيف

is simply appointing individuals for various positions in order to complete that objective.

It includes: **recruitment, placement, training, development, remuneration, performance analysis, and promotions.**

تسعمل؟
سابقة 15

3) Leading/ Directing

It is the **people management core**, the **inert-personnel aspect of management**, which deals directly with people for the **achievement of organizational goals**.

It is considered **life-spark of the enterprise** which sets it in motion the action of people because planning, organizing and staffing are the mere preparations for doing the work.

the most important aspect of directing is having effective communication.

Direction has following elements:

- **Issuing orders and instructions**
- **Guiding and counselling skills and sub-skills**
- **Supervision skills and sub-skills**

group → duties → function → organizing
subervision skills → skills + subskills → instructions → leading

4) CONTROLLING

In this function the manager is supposed to explain the job essentials to the individuals and **guide them in achieving their goals**.

Simply: it is **monitoring the progress toward goals**.

Controlling involves: -

- **Measurement of accomplishment against standards**
- **Analysing reasons and deviations**
- **Responsibility Fixation**
- **Taking corrective measures**

تدبير عملنا مقابل المطلوب

سواء بالابتن او غير الابتن



The last function of management deals with monitoring the company's progress and ensuring that all of the other functions are operating efficiently.

↑ Function of Management (خطوة في next round لل management) (planning)

Since this is the last stage, there are bound to be some irregularities and complexity within the organization. This in turn can lead to certain situations and problems arising that are disrupting the company's goals.

↑ كل الاخطاء تظهر بالcontrolling

Given is the stage where all the final data is gathered, it is the management's job to take corrective action, even where there is the slightest deviance between actual and predictable results.

Controlling is the following roles played by the manager: -

1. Gather information that measures performance

- a. Establishment of standard performance.
- b. Measurement of actual performance.
- c. Comparison of actual performance with the standards and finding out deviation if any.
- d. Corrective action.

اداء لكل الالف فوق
plan
organization
staffing
Leadership, directing

2. Determine the next action plan and modifications for meeting the desired performance parameters.

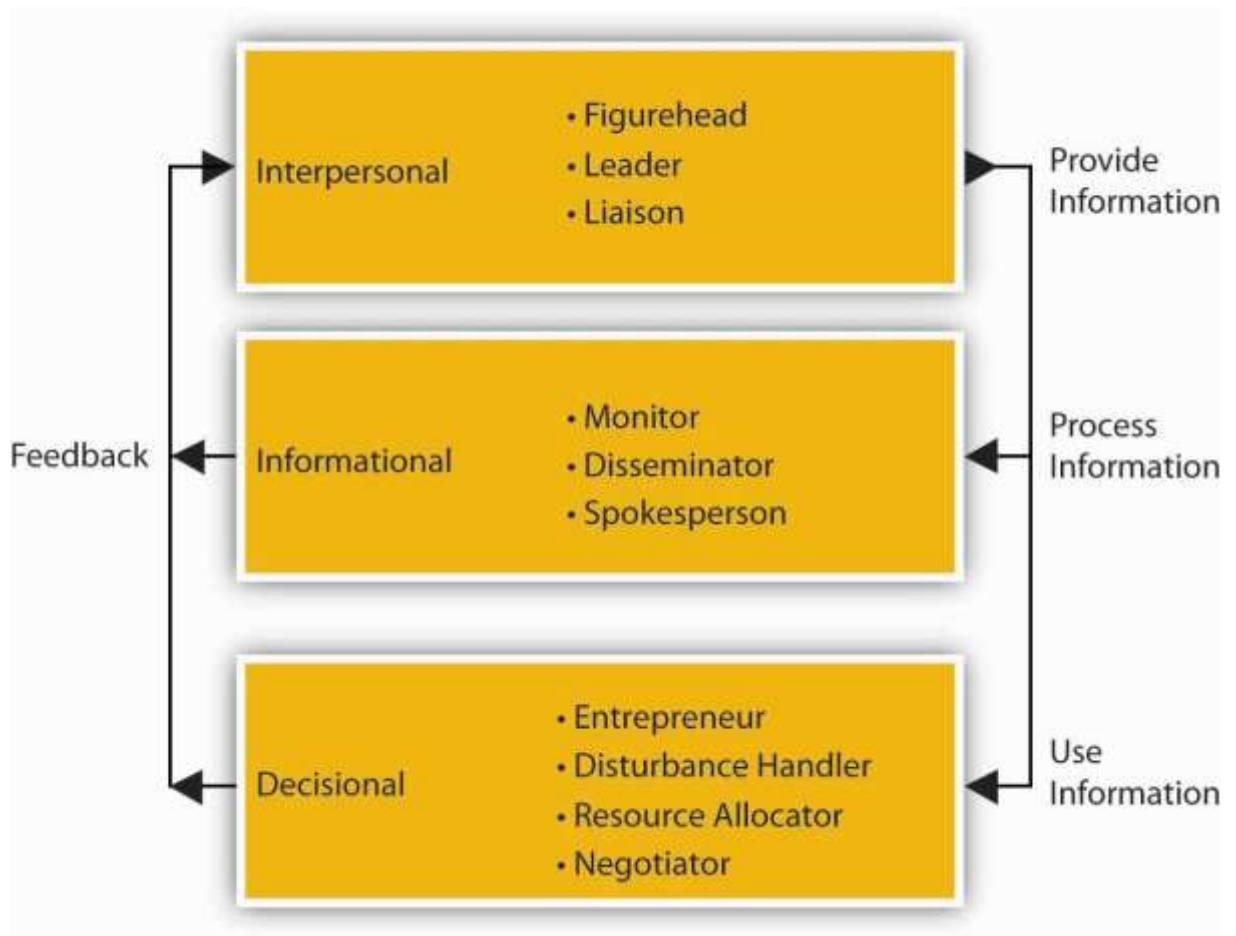
planning

Manager 10 Roles By Henry Mintzberg

→ بتبسط عود في المصطلحات إلى هكنا تساهما هي مجال الإدارة

In his classic book, The Nature of Managerial Work, Henry Mintzberg describes a set of ten roles that a manager fills. These roles fall into three categories:

- **Interpersonal:** This role involves human interaction.
- **Informational:** This role involves the sharing and analyzing of information.
- **Decisional:** This role involves decision making.





الدكتور حكى لونا كتابا مجيب منها اسئلة في الامتحان

Category	Role	Activity	Example → المفروض حكمهم بالوجه جاسم
Interpersonal بتعامل مع الناس	Figurehead pure customers	Perform social and legal duties, act as symbolic leader (وجه البقعة)	Greet visitors, sign legal documents, attend ribbon cutting ceremonies, host receptions, etc.
	Leader employees	Direct and motivate subordinates, select and train employees	Includes almost all interactions with subordinates
	Liaison connection between other	Establish and maintain contacts within and outside the organization	Business correspondence, participation in meetings with representatives of other divisions or organizations.

Informational	Monitor	Seek and acquire work-related information others	Scan/read trade press, periodicals, reports; attend seminars and training; maintain personal contacts
	Disseminator	Communicate/ disseminate information to others within the organization مما يصل الي بيوت العلاقات	Send memos and reports; inform staffers and subordinates of decisions
	Spokesperson إلى بيكلم outside the organization	Communicate/transmit information to outsiders	Pass on memos, reports and informational materials; participate in conferences/meetings and report progress

Decisional اتخاذ القرار	Entrepreneur	Identify new ideas and initiate improvement projects	Implement innovations; Plan for the future
	Disturbance Handler كل المشاكل	Deals with disputes or problems and takes corrective action conflict تسبب الصلاحيات والالتزام تجانب corrective	Settle conflicts between subordinates; Choose strategic alternatives; Overcome crisis situations
	Resource Allocator →	Decide where to apply resources دين على الموارد (resources)	Draft and approve of plans, schedules, budgets; Set priorities
	Negotiator مجال التفاوض	Defends business interests مجال التفاوض او مفاوضات او حتى within the company	Participates in and directs negotiations within team, department, and organization