

Management Concepts and Organisational Behaviour

Unit 1

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By

Dr. Anand Vyas

Fundamentals of Management:

At the most fundamental level, management is a discipline that consists of a set of five general functions: **planning, organizing, staffing, leading and controlling**. These five functions are part of a body of practices and theories on how to be a successful manager

Management practices from past to present

Different levels of management

1. Top level
2. Middle level
3. Lower level

MANAGERIAL SKILLS

- Technical Skill.
- Conceptual Skill.
- Interpersonal and Communication Skills.
- Decision-Making Skill.
- Diagnostic and Analytical Skills.

Managerial Functions

Each of these functions plays a critical role in helping organizations achieve efficiently and effectively. Luther Gulick, Fayol's successor, further defined 7 functions of management or POSDCORB—**planning, organizing, staffing, directing, coordinating, reporting and budgeting.**

Planning- Objective of planning

- To bring certainty in future events
 - To provide specific direction
- Forecasting
- To bring economy in managerial operations
- To attain predetermined goals
- To get victory over competitions

Planning process



Types of Plan

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graph TD; A[Types of Plan] --> B[On The Basis of Hierarchy]; A --> C[On The Basis of Use]; A --> D[On The Basis of Flexibility]; B --> B1[Corporate Plan]; B --> B2[Tactical Plan]; B --> B3[Operational Plan]; C --> C1[Single Use Plan]; C --> C2[Standing Use Plan]; D --> D1[Specific Plan]; D --> D2[Flexible Plan];
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On The Basis of Hierarchy

- Corporate Plan
- Tactical Plan
- Operational Plan

On The Basis of Use

- Single Use Plan
- Standing Use Plan

On The Basis of Flexibility

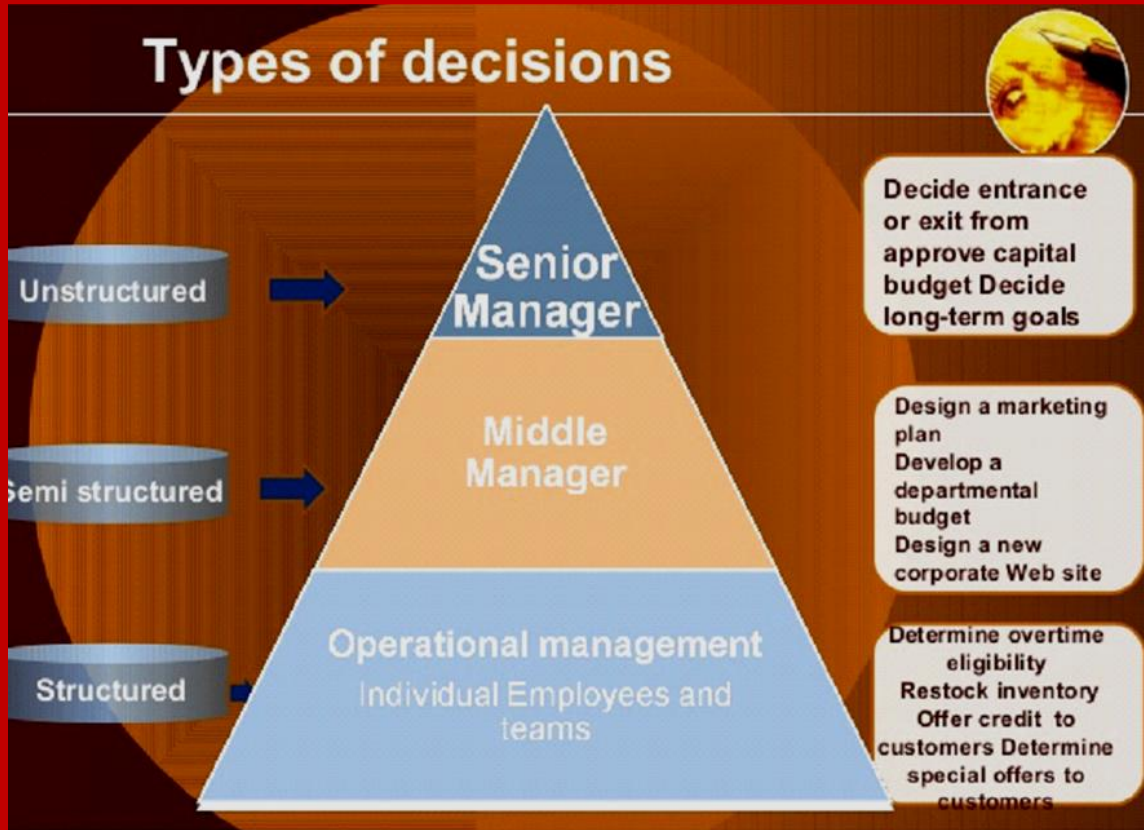
- Specific Plan
- Flexible Plan

Management by Objective

Management by objectives (MBO) is a **strategic management model** that aims to improve the performance of an organization by clearly defining objectives that are agreed to by both management and employees.



- Decision-making- types



Decision-making process

Decision Making Process

Step 1 : Identification of Problems

Step 2 : Analysis of Problems

Step 3 : Development of Alternatives

Step 4 : Evaluation of Alternatives

Step 5 : Selection of Best Alternative

Step 6 : Implementation of Alternative

Step 7 : Review of Implementation

Decision-making Techniques

- Group Discussions.
- Brainstorming.
- Marginal Analysis.
- Cost-Benefit Analysis.
- Ratio Analysis.
- Financial Analysis.
- Break-even Analysis.