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LEARNING MATERIAL



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Notes



Sample
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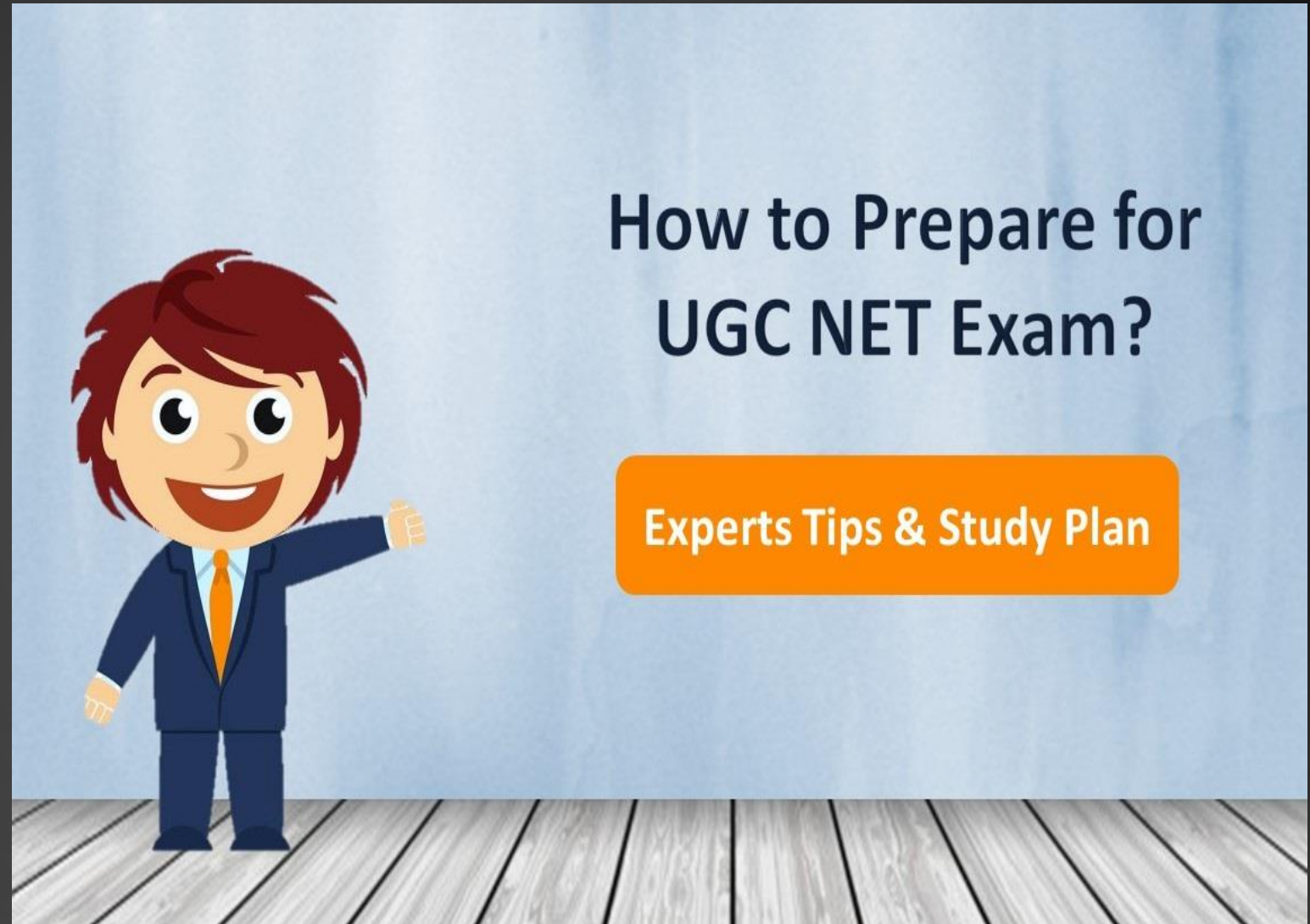
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MANAGEMENT
SECOND PAPER - II



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DISCUSS

- I. Management
- II. Organizational Behaviour
- III. Human Resource Management
- IV. Financial Statements
- V. Financial Management
- VI. Strategic Management
- VII. Consumer and Industrial Buying Behavior
- VIII. Statistics for Management
- IX. International Business
- X. Entrepreneurship Development





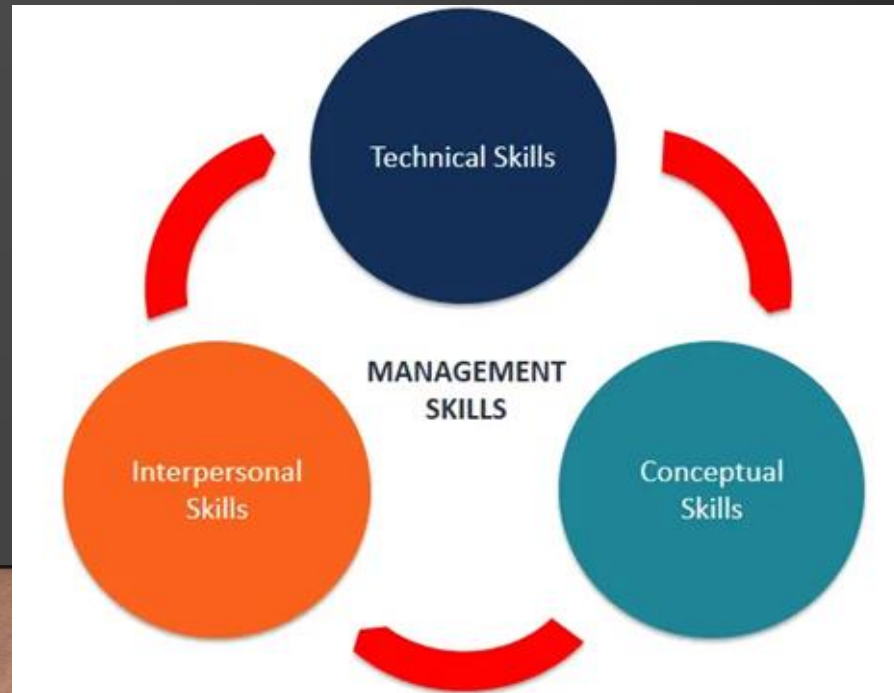
UNIT - 1

MANAGEMENT AND ITS FUNCTION

Management skills

Prof. **ROBERT KATZ** has bifurcated managerial skill into three sub-parts they are follows.

- Conceptual skill
- Human relation skills
- Technical skills
- Administrative skills



- Leadership skills
- Problem solving skills
- Decision making skills
- Analytical skills
- Communication skills
- Listening skills
- Time management skills
- Conflict management skills



NOW
NEXT.....



Management skills

Significance of (management) managerial skills for organisation.

1. Easy administration
2. Cordial relationship between various levels of management.
3. Optimum utilisation of resources with effective communication and leadership skills
4. Achievement of organisational goal due to effective communication, motivation and leadership skills.
5. Attract high performing employs.



LEVEL OF MANAGEMENT





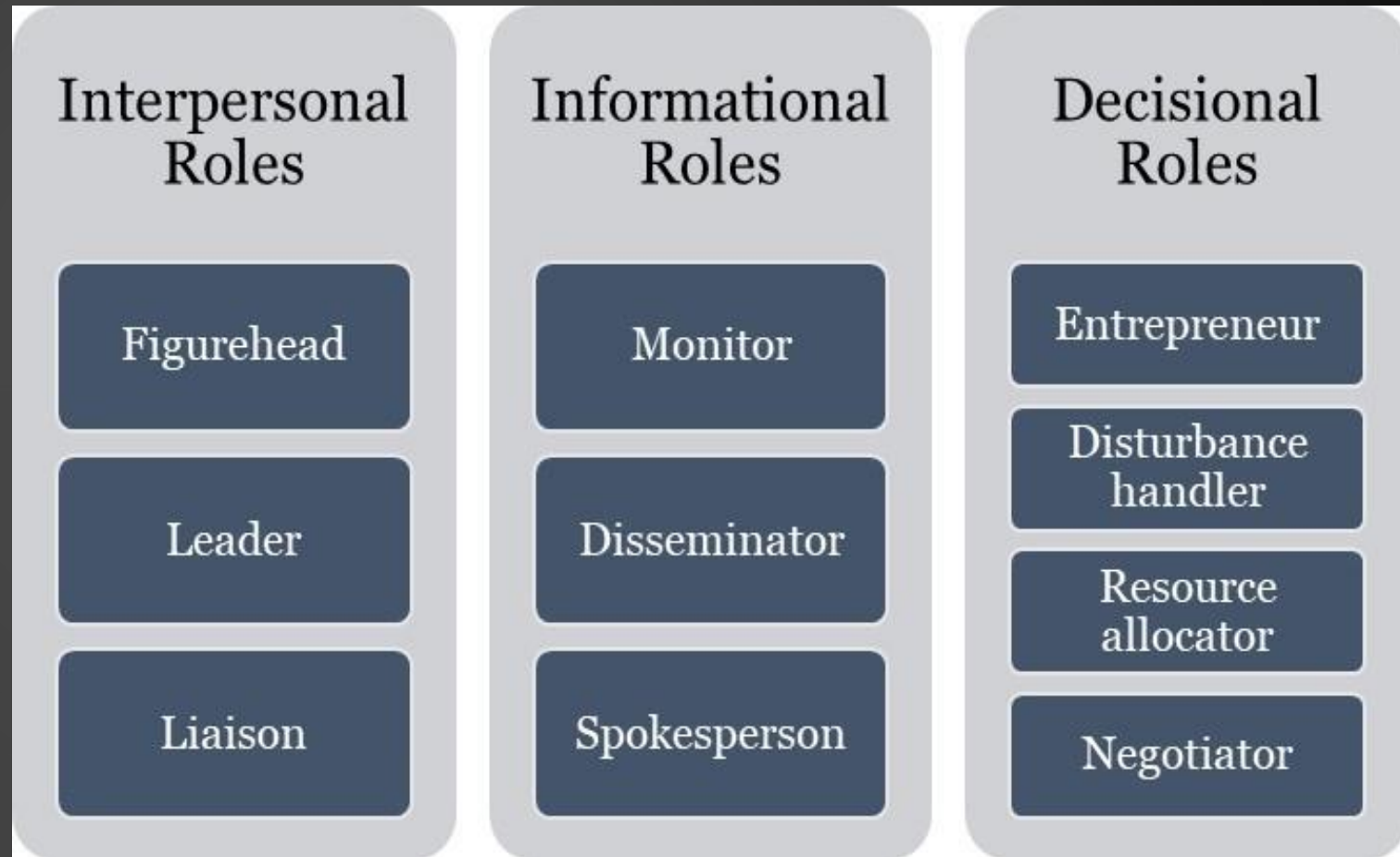
Managements roles

1. Inter personal role

- Figurehead
- Leader
- Liaison

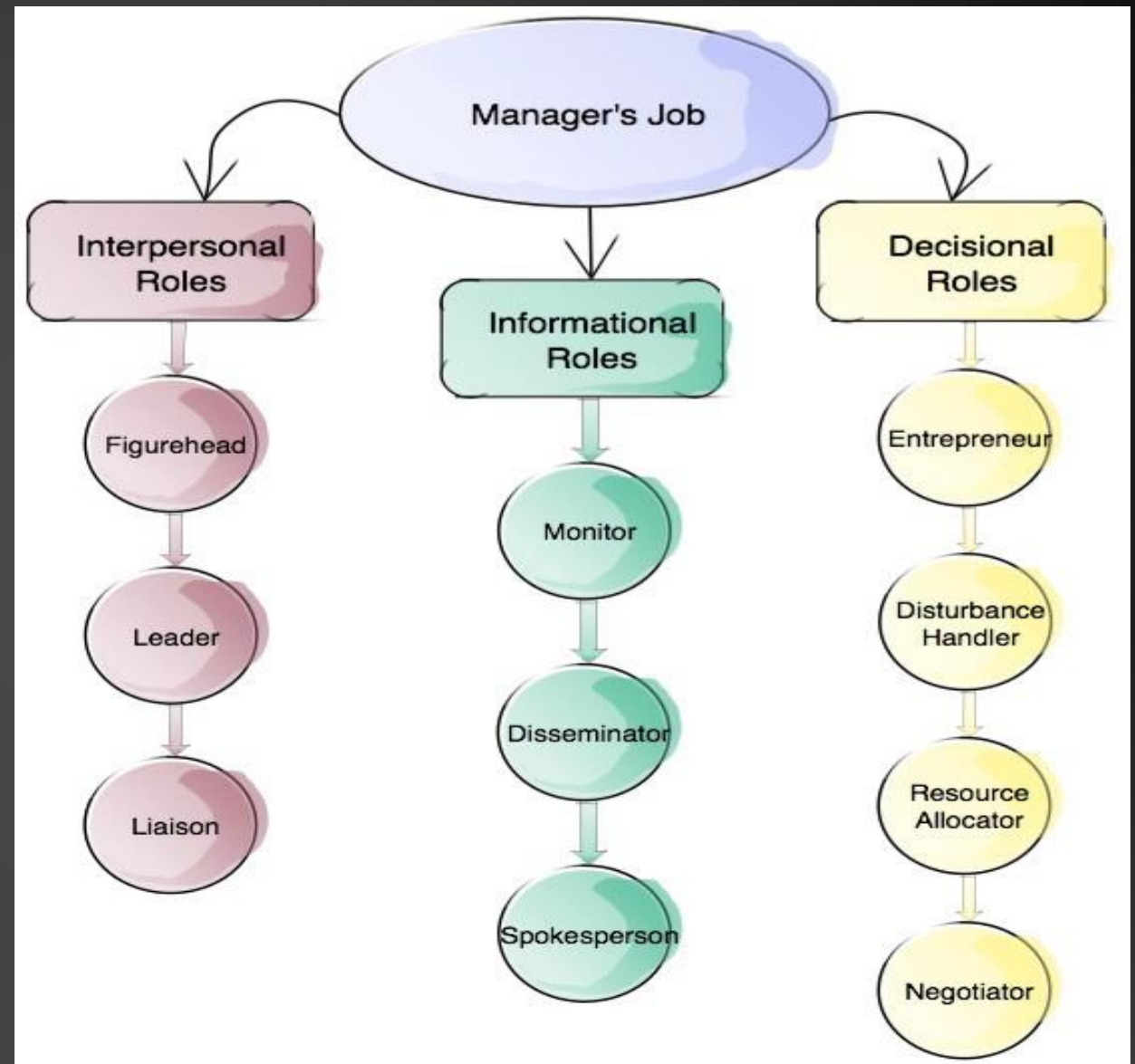
2. Information roles

- Monitor
- Disseminator
- Spokesperson



3. Decisional roles

- Entrepreneur
- Disturbance handler
- Resource allocator
- Negotiator



Continue.....

Management Process

Function of management

Planning

Next video....



FEEDBACK



**THANK
YOU**

Agarwal

MANAGEMENT PAPER -II

For More Information

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