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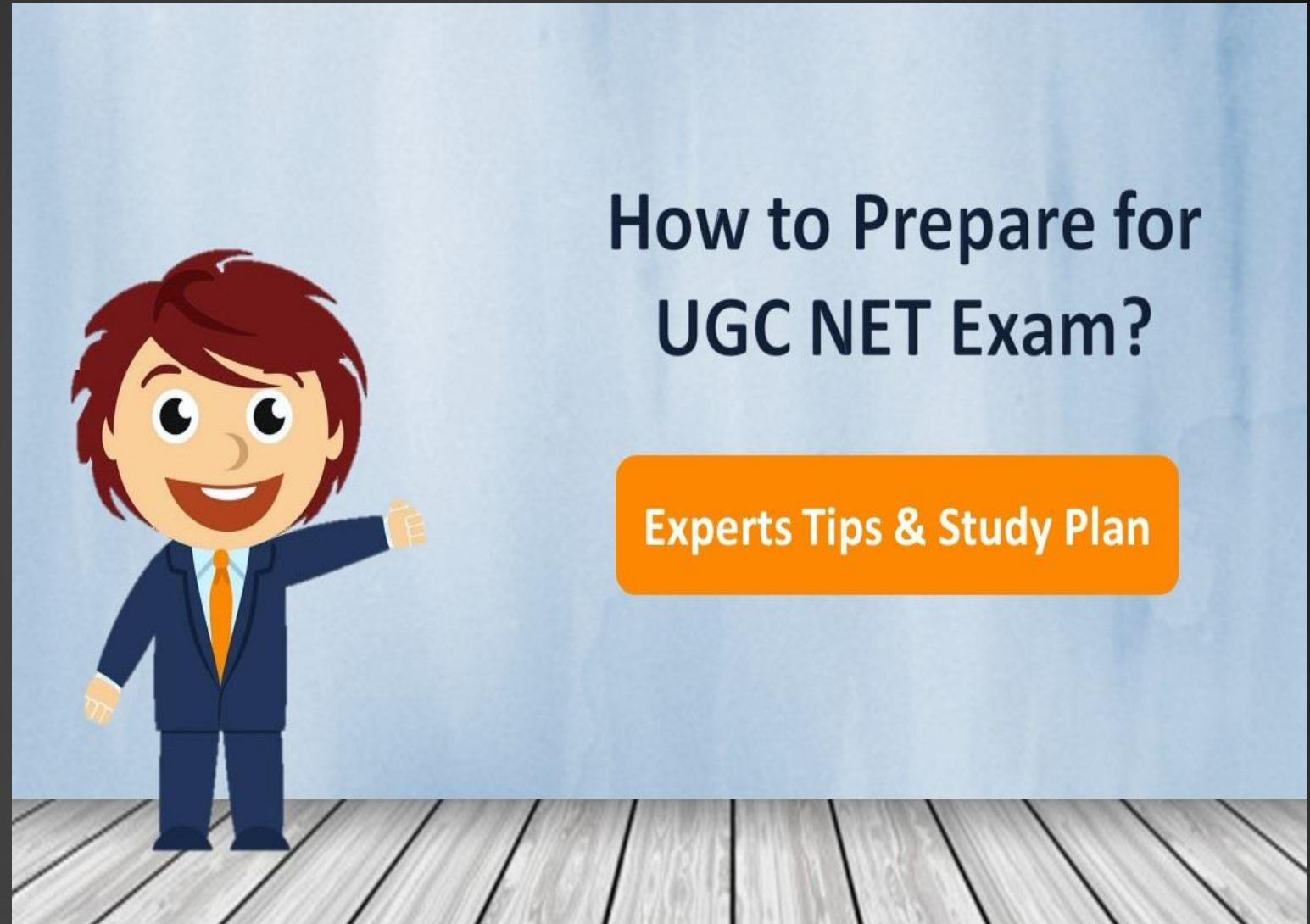
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MANAGEMENT
SECOND PAPER - II



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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

Significance of organising

- Promotes specialisation
- Effective's administration clarity
- Easy adaptation to change
- By eliminating duplication of work
- Boost morale of the personal
- Transparency
- Growth and expansion

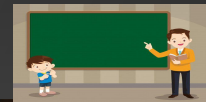


Staffing

It aims to find right person for the right work.

It forms a part of HRM

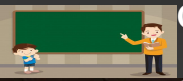
Acc to **Dalton E MC FARALAND** “Staffing is the function by which manager builds an organisation through the recruitment, selection, development of individuals as capable employees”.



Process of staffing

Human resource planning

- ✓ Workload analysis
- ✓ Workforce analysis
- Recruitment
- Selection
- Placement and induction
- Training and development
- Appraisal
- Promotion
- Compensation and remuneration



Function of management

- a) planning
- b) organising
- c) staffing
- d) directing
- e) controlling



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DIRECTING

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**THANK
YOU**

Agarwal

MANAGEMENT PAPER -II

For More Information

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