

1 *Organizational Management*

Management involves coordinating employees' actions to achieve the firm's goals, organizing people to work efficiently, and motivating them to achieve the business' goals. For any business to achieve its objectives, it must have one or more managers to plan, organize, staff, direct, and control the work that goes on to operate the business.

This chapter introduces management within the organization; the various functions, levels, and areas of business management; the skills managers need for success; and the steps to effective decision making. Management is a process designed to achieve an organization's objectives by using its resources effectively and efficiently in a changing environment.

This chapter covers:

- ❖ various theories and principles of management,
- ❖ the functions of management,
- ❖ the decision making process,
- ❖ the nature of managing change
- ❖ meeting/travel preparation
- ❖ time management
- ❖ legal & ethical Issues

