

Chapter 3

Basic Management Functions

Great success in any enterprise comes from a balanced combination of three elements: the mission, the leadership, and the people who make it happen. By far the most important is the mission.

—Roger Freeman

Learning Objectives

- Establish the benefits of planning and picture the trajectory of the future to plan.
- Describe the types of plans used in business setting and identify and explain the key elements of planning.
- Establish the role of planning as an organization's vision and mission.
- Establish the significance of goals and objectives in planning.
- Define action plans and examine the elements of a typical action plan.
- Define organizing and describe its place among the basic management functions.
- Explain the importance of roles in organizational life.
- Explain the concept of authority and describe how authority is implemented in three dimensions for an organization.
- Define the concepts of "span of control" and "span of control" as they apply to the role of the first-line supervisor.
- Define the informal organization and describe its potential impact on organizational functioning.
- Define coordinating and controlling, and describe their relationship to the other management functions.

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JG Myers



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Basic Management Functions Jones Bartlett Learning Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Basic Management Functions Jones Bartlett Learning**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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