

Study Guide – Chapter 1

Chapter 1 – Goals and Objectives

Definition of management, different levels of management

- 1. **Management** – process of planning, organizing, leading, and controlling resources to achieve organizational objectives
 - a. **Planning** – what, how, when, where, why, how much, how often, how to do it
 - b. **Organizing** – arranging resources to achieve organizational objectives
 - c. **Leading** – influencing others to achieve organizational objectives
 - d. **Controlling** – monitoring performance and taking corrective action

Levels of management

- 1. **Strategic level** – top management (CEO, CFO)
 - a. **Strategic level** – long-term, high-level, overall direction
 - o **Planning** – setting long-term goals and determining the actions to achieve them
 - o **Organizing** – determining the structure and resources needed to achieve the goals
 - o **Leading** – motivating and inspiring employees to achieve the goals
 - o **Controlling** – monitoring performance and taking corrective action

Management functions and the management process

Planning: why and how to plan

- 1. **Planning** – determining what to do, how to do it, when to do it, and who to do it with
 - a. **Strategic planning** – long-term, high-level, overall direction
 - b. **Operational planning** – short-term, detailed, specific actions
 - c. **Financial planning** – determining the financial resources needed to achieve the goals
 - d. **Marketing planning** – determining the marketing strategy to achieve the goals
 - e. **Production planning** – determining the production process to achieve the goals

Organizing: why and how to organize

- 1. **Organizing** – determining the structure and resources needed to achieve the goals
 - a. **Organizational structure** – the arrangement of jobs and positions
 - o **Formal structure** – the official, written structure
 - o **Informal structure** – the unofficial, unwritten structure
 - b. **Organizational design** – the process of determining the structure and resources needed to achieve the goals
 - c. **Organizational development** – the process of improving the organization's effectiveness
 - d. **Organizational change** – the process of making significant changes to the organization

Leading: why and how to lead

- 1. **Leading** – influencing others to achieve organizational objectives
 - a. **Leadership** – the process of influencing others to achieve organizational objectives
 - b. **Management** – the process of planning, organizing, leading, and controlling resources to achieve organizational objectives

Controlling: why and how to control

- 1. **Controlling** – monitoring performance and taking corrective action

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