Sessional Assignment
PRINCIPLES OF MANAGEMENT

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Question No: 01

How can you prepare yourself to become an effective manager in an increasingly uncertain and global business environment?

Answer:

There is no simple way to do this. Many of the attributes needed may well be innate to people rather than things that they can learn.

The main thing that a manager needs to be able to do is to be flexible. As you say, the business environment today is uncertain, which means that it is likely to change at any time. In such a climate, managers need to be able to easily throw off old ideas about how things work to embrace new realities. Managers in today's world also need to be flexible because they may well be working with people from different cultures who have different attitudes and expectations. This is another situation in which flexibility is key.

Question No: 02

Explain the difference between efficiency and effectiveness and their importance for organizational performance.

Answer:

Effectiveness is the level of results from the actions of employees and managers. Employees and managers who demonstrate effectiveness in the workplace help produce high-quality results. Take, for instance, an employee who works the sales floor. If he's effective, he'll make sales consistently.

If he's ineffective, he'll struggle to persuade customers to make a purchase. Companies measure effectiveness often by conducting performance reviews. The effectiveness of a workforce has an enormous impact on the quality of a company's product or service, which often dictates a company's reputation and customer satisfaction.

Efficiency in the workplace is the time it takes to do something. Efficient employees and managers complete tasks in the least amount of time possible with the least amount of resources possible by utilizing certain time-saving strategies. Inefficient employees and managers take the long road. For example, suppose a manager is attempting to communicate more efficiently.

She can accomplish her goal by using email rather than sending letters to each employee. Efficiency and effectiveness are mutually exclusive. A manager or employee who's efficient isn't always effective and vice versa. Efficiency increases productivity and saves both time and money.

Question No: 03

Draw organogram/organization chart of any organization and explain the role of First line manager, middle line manager, and Top level manager from this chart.

<u>Answer:</u>

Top-level: executives routinely scan the external environment for opportunities and threats, and they redirect company efforts when needed. They spend a considerable portion of their time planning and making major decisions. They represent the company in important dealings with other businesses and government agencies, and they promote it to the public. Job titles at this level typically include chief executive officer (CEO), chief financial officer (CFO), chief operating officer (COO), president, and vice president.

Middle Managers: As the name implies, middle managers are in the "middle" of the management hierarchy: They report to top management and oversee the activities of first-line managers. They're responsible for developing and implementing activities and allocating the resources needed to achieve the objectives set by top management. Common job titles include operations manager, division manager, plant manager, and branch manager.

First-Line Managers: First-line managers supervise employees and coordinate their activities to make sure that the work performed throughout the company is consistent with the plans of both top and middle management. They're less involved in planning than higher-level managers and more involved in day-to-day operations. It's at this level that most people acquire their first managerial experience. The job titles vary considerably but include such designations as department head, group leader, office manager, foreman, and supervisor.

Thank you!