**Name: Muhammad Mirwais**

**ID: 16227**

**Section (B)**

**Program:BBA**

**Subject :principles of management**

**Instructor:Sameen shah**

Question number 1

ANSWER….

The five key functions of managing are strategic planning, organizing resources, staffing, directing activities and controlling the company's success.

1. **The Strategic Planning of Actions**

Strategic planning is the process of evaluating the goals of the company and then setting a course for success. This function evaluates the existing activities and goals. Managers then schedule activities that will lead to achieving those goals. Leaders tend to be more strategic: they must become problem solvers able to see the big picture while also identifying specific things that affect overall success. For example, if the goal is to improve the time it takes for customers to get their order fulfilled, then an operational strategy is executed to improve product fulfillment.

1. **Organizing Resources to Achieve Goals**

The organizing function brings resources together to achieve the goals established in the planning function. Resources include materials, personnel and financial backing. Leaders need to identify what activities are necessary, assign those activities to specific personnel, effectively delegating tasks. Leaders need to coordinate tasks to keep resources moving efficiently toward goals. It is important to prioritize which resources are essential at any given time. For example, if more inventory is needed but the company doesn't have the financial resources to obtain the inventory, then the priority is to tackle the financial need.

1. **Putting the Right Talent in the Right Place**

When a business is short-handed, it cripples the company's ability to serve customers, and it also overwhelms existing staff. Management needs to identify key staff positions, and to ensure that the proper talent is serving that specific job duty. Once the right staffing structure is established, leaders need training, professional development, pay rates and monitoring performance. Effective leaders are able to develop talent and identify those ready for promotion.

1. **Guiding and Directing Activities**

Directing activities is a key function. Letting staff know what needs to be done, and also by when is a responsibility of managers. However, bosses tell people what to do, while leaders motivate people to contribute in meaningful ways. The directing function requires leaders to do more than simply give orders, even though tasks must be completed for business success. This function begins with supervising subordinates while simultaneously motivating teams through guided leadership communicated in clear ways.

1. **Controlling Success Systems**

Controlling systems refers to all the processes that leaders create to monitor success. Sports coaches have a saying, "Winners keep score," meaning that winners know where they are and know what is necessary to achieve a goal. This business function requires leaders to establish performance standards, measure actual performance and compare the metrics to determine anomalies.

For example, a sales leader is focused on more than only the final sales numbers; he considers the leading activities such as the number of minimum pitches and outbound calls. Leaders review the data and make adjustments in processes, policies, training or personnel to address failures based on that data. Winning leaders don't look at poor performance as failures but as opportunities to solve a problem that gets the desired results.

**Question number2**

**ANSWER…** A human resource manager has two basic functions: overseeing department functions and managing employees. That's why human resources managers must be well-versed in each of the human resources disciplines – compensation and benefits, training and development, employee relations, and recruitment and selection. Core competencies for HR management include solid communication skills, and decision-making capabilities based on analytical skills and critical thought processes.

## Overall Responsibilities of Human Resource Managers

Human resource managers have strategic and functional responsibilities for all of the HR disciplines. A human resource manager has the expertise of an HR generalist combined with general business and management skills. In large organizations, a human resource manager reports to the human resource director or a C-level human resource executive.

In smaller companies, some HR managers perform all of the department's functions or work with an HR assistant or generalist that handles administrative matters. Regardless of the size of department or the company, a human resource manager should have the skills to perform every HR function, if necessary.

## Compensation and Benefits

Human resource managers provide guidance and direction to compensation and benefits specialists. Within this discipline, human resources managers develop strategic compensation plans, align performance management systems with compensation structure and monitor negotiations for group health care benefits.

Examples of human resource manager responsibilities include monitoring Family and Medical Leave Act compliance, and adherence to confidentiality provisions for employee medical files. Human resource managers for small companies might also conduct open enrollment for employees' annual elections pertaining to health care coverage.

## Training and Development

Employee training and development includes new hire orientation, leadership training and professional development. Human resource managers conduct periodic needs assessments to determine when training is necessary, and the type of training necessary to improve performance and productivity. They examine employee performance records to identify areas where employees could improve through job skills training or employee development, such as seminars or workshops on leadership techniques.

They also play an integral role in implementing employee development strategy and succession planning based on training and professional development. Succession planning draws on the manager's knowledge of employee development, training and future business needs to devise career tracks for employees who demonstrate the aptitude and desire for upward mobility.

## Effective Employee Relations

Although the employee relations specialist is responsible for investigating and resolving workplace issues, the human resource manager has ultimate responsibility for preserving the employer-employee relationship through effective employee relations strategies. An effective employee relations strategy contains specific steps for ensuring the overall well-being of employees. It also ensures that employees have a safe working environment, free from discrimination and harassment. Human resource managers for small businesses conduct workplace investigations and resolve employee complaints.

Human resource managers may also be the primary contact for legal counsel in risk mitigation activities and litigation pertaining to employee relations matters. An example of risk mitigation handled by a human resource manager includes examining current workplace policies and providing training to employees and managers on those policies to minimize the frequency of employee complaints due to misinterpretation or misunderstanding of company policies.

## Recruitment and Selection

Human resource managers develop strategic solutions to meet workforce demands and labor force trends. An employment manager actually oversees the recruitment and selection processes; however, an HR manager is primarily responsible for decisions related to corporate branding as it relates to recruiting and retaining talented employees. For example, a human resource manager in a health care firm might use her knowledge about nursing shortages to develop a strategy for employee retention, or for maintaining the current staffing levels.

The strategy might include developing an incentive program for nurses or providing nurses with cross-training so they can become certified in different specialties to become more valuable to the organization. Corporate branding as it relates to recruitment and retention means promoting the company as an employer of choice. Human resource managers responsible for this usually look at the recruitment and selection process, as well as compensation and benefits to find ways to appeal to highly qualified applicants.

**Production managers are responsible for the technical management, supervision and control of industrial production processes.**

## Key skills for production managers

* Key skills for production managers
* Confidence
* Technical skills
* Project management skills
* Organization and efficiency
* Leadership and interpersonal skills
* Problem solving skills
* IT and numerical skills
* Communication skills
* Team working skills.

Managers must also be able to handle responsibility and the pressure of meeting deadlines.

## What is a CEO (Chief Executive Officer)?

A CEO, which stands for Chief Executive Officer, is the highest-ranking individual in a company or organization. The CEO is responsible for the overall success of a business entity or other organization and for making top-level managerial decisions. They may ask for input on major decisions, but they are the ultimate authority in making final decisions. There are other titles for CEOs, such as chief executive, president, and managing director.

The Chief Executive Officer reports directly to, and is accountable to, the Board of Directors for the performance of a company. The Board of Directors (BoD) is a group of individuals who are elected to represent the shareholders of the company. The CEO often sits on the board and, in some cases, she or he is the chairperson.

## Roles and Responsibilities of the CEO

In addition to the overall success of an organization or company, the CEO is responsible for leading the development and execution of long term strategies with the goal of increasing shareholder value

The roles and responsibilities of a CEO vary from one company to another, often depending on the

organizational structure and/or size of the company. In smaller companies, the CEO takes on a

more “hands-on role”, such as making lower-level business decisions (e.g., hiring of staff). In larger companies, he or she usually only deals with high-level corporate strategy and major company

decisions. Other tasks are delegated to managers or departments.

There is no standardized list of the roles and responsibilities of a chief executive officer. The typical duties, responsibilities, and job description of a CEO include:

* Communicating, on behalf of the company, with shareholders, government entities, and the public
* Leading the development of the company’s short- and long-term strategy
* Creating and implementing the company or organization’s vision and mission
* Evaluating the work of other executive leaders within the company, including directors, vice presidents, and presidents
* Maintaining awareness of the competitive market landscape, expansion opportunities, industry developments, etc
* Ensuring that the company maintains high social responsibility wherever it does business
* Assessing risks to the company and ensuring they are monitored and minimized
* Setting strategic goals and making sure they are measurable and describable

Question number3

ANSWER….

In definition, effective is producing the intended or expected results. While, efficient is performing the best results in the least about of time and/or effort. In other words, being effective is doing the right things and being efficient is doing things right.

efficient. Efficiency is when you do the same things faster or with less waste. ... For example, you might find a better way to run a project status meeting so it takes 30 minutes on average rather than 45 minutes. Effectiveness is finding a way to improve outcomes, perhaps by doing something very differently

Step 1: Identify your high-level goals and objectives

Your company, business unit, or department likely has a mission that guides you to further your work towards your mission, what level of growth do you need to achieve this year? It could be an increase in revenue, new users, people helped, or some other measure. And to reach this number, you might need to accelerate brand awareness in the marketplace, hit your hiring goals, or enter a completely new category.

The key here is to keep narrowing your focus until you zero in on the highest-level goals that will help you hit your growth target for the year.

Make sure each objective is clear, actionable, and attainable.

Once you’ve identified these goals, “become the market leader” for example, break them down into objectives such as “increase revenue by 10% year-over-year.” You might have a few objectives per goal, but that’s okay. This isn’t the time for “the more, the merrier.” Instead, “quality over quantity,” should be your mantra. And make sure each objective is clear, actionable, and attainable.

Step 2: Track your goals in a visible place

Once your high-level goals and objectives are locked down at the beginning of the year, they’re typically shared in a meeting or via email. At first, everyone’s excited about them but as day-to-day demands take over, they start to fade into the background.

When they’re “out of sight, out of mind,” people forget about them, can’t determine if they’re hitting goals effectively (or at all), and wonder what impact their work has. But there’s an easy way to fix this: track your goals in one place where everyone can find and access them.

Benefits of making your goals more visible:

**They’re more likely to stay top of mind (i.e. people will remember what the goals are.**

**Shows that leadership has clear direction (which builds trust)**

**Helps employees understand the importance and impact of their work (what they do matters!)**