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Assignment:

Management

Submitted to:

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Subject:

Principle of management

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What is management? How
management can be
implemented efficiently and
effectively?

Management is the functions
of Planning, organizing,
Staffing, Leading and
controlling to achieve
the organization goals
with efficiently and effectively.

How management can be
implemented efficiently
and effectively?

Efficiently :-

In organization
efficiently means to
things rights. To select
the right for the right job.

Effectively :-

when an
organization minimized
the inputs and maximized
outputs.

Q1b What are the three basic levels of the management? Name the most important areas of personnel in management?

Three basic levels of management:-

1) Top managers:-

The relatively small group of executives who manage the organization's overall goals, strategy and operating policies.

2) Middle managers:-

largest group of managers in organizations who are primarily responsible for implementing the policies and plans of top managers. They supervise and coordinate the activities of lower level managers.

3) First Line Managers:-
Managers who supervise

2)

3) First Line Managers:-
Managers who supervise and coordinate the activities of operating employees.

-> Name the important areas and persons in management?

Kinds of managers by Area:-

• Marketing Managers:-

- Work in areas related to getting consumers and clients to buy the organization's products or services.

• Financial Managers:-

- Deal primarily with an organization's financial resources.

• Operation Managers:-

- Concerned with creating and managing the systems that create organization's product and services.

Kinds of Managers by Area (cont'd):-

3)

• Human Resources Managers:-

human resource and selection, development, and benefit systems, performance appraisal systems, planning, recruiting and training, designing compensation systems, formulating

- Involved in

• Administrative Managers:-

who are familiar with all functional areas of management and who are not associated with any particular management specialty.

- Generalists

• Other kinds of Managers:-

- specialized managerial positions directly related to the needs of the organization.

2

Qa Define scientific, classical and behavioural Management perspectives?

Scientific Management-

• Frederick Taylor (1856 - 1915)

- Replaced old methods of how to do work with scientifically-based

4)

Work Methods to eliminate "soldiering," where employees deliberately worked at a pace slower than their capabilities.

- Believed in selecting, training, teaching, and developing workers.
- Used time studies of jobs, standards planning exception rule of management, slide-rules, instruction cards, and piece-work pay systems to control and motivate employees.

Classical Management perspective:-

- Scientific Management

- Concerned with improving the performance of individual workers (i.e., efficiency).

- Grew out of the industrial revolution's labor shortage at the beginning of the twentieth century.

- Administrative Management:-

- A theory that focuses on managing the total organization.

Behavioral Management perspective:-

- Behavioral Management

- Emphasized individual

6)

2 Informational Roles:-

1 Monitor

2 Disseminator

3 Spokesperson

3 Decisional Roles:-

1 Entrepreneur

2 Disturbance Handler

3 Negotiator

3 Qa Explain Hawthorne studies with examples?

The Hawthorne Studies (1927-1932)

• Conducted by Elton Mayo and associates at Western Electric:-

- Illumination study - workplace lighting adjustments affected both the control and the experimental group of production employees.

- Group study - implementation of piecework incentive plan caused production workers to establish informal levels of acceptable individual output.

Examples:-

7)

- Over-producing workers were labeled "rate busters" and under-producing workers were considered "chiselers".

- Interview program - confirmed the importance of human behaviour in the workplace.

b) What is theory X and theory Y assumptions?

Theory X and theory Y :-

• Theory X Assumptions:-

- people do not like work and try to avoid it.
- people do not like work, so managers have to control, direct, coerce, and threaten employees to get them to work toward organization goals.
- people prefer to be directed, to avoid responsibility, and to want security, they have little ambition.

8)

Theory Y Assumptions:-

- people do not dislike work; work is a natural part of their lives.
- People are internally motivated to reach objectives to which they are committed.
- People are committed to goals to the degree that they receive rewards when they reach their objectives.
- People seek both responsibility and favourable conditions.
- people can be innovative in solving problems.
- people are bright, but under most organizational conditions their potential is underutilized.