Management Functions

Planning ➔ Organizing ➔ Staffing ➔ Leading ➔ Controlling

Planning
1. Perform self audit – determine the present status of the organization
2. Survey the environment
3. Set objectives
4. Forecast future situation
5. State action and resource needs
6. Evaluate proposed actions
7. Revise and adjust the plan in light of control results and changing conditions
8. Communicate throughout the planning process

Controlling
1. Establish standards
2. Monitor results and compare to standards
3. Correct deviations
4. Revise and adjust control methods in light of control results and changing conditions
5. Communicate throughout the controlling process

Organizing
1. Identify and define work to be performed
2. Break work down into duties
3. Group duties into positions
4. Define position requirements
5. Group positions into manageable and properly related units
6. Assign work to be performed, accountability and extend of authority
7. Revise and adjust the organizational structures in light of control results and changing conditions
8. Communicate throughout the organizing process

Staffing
1. Determine human resource needs
2. Recruit potential employees
3. Select from the recruits
4. Train and develop the human resources
5. Revise and adjust the quantity and quality of the human resources in light of control results and changing conditions
6. Communicate throughout the staffing process

Leading
1. Communicate and explain objectives to subordinates
2. Assign performance standards
3. Coach and guide subordinates to meet performance standards
4. Reward subordinates, based on performance
5. Praise and censure fairly
6. Provide a motivating environment by communicating the changing situation and its requirements
7. Revise and adjust the methods of leadership in light of control results and changing conditions
8. Communicate throughout the leadership process

Source:
Rue L.W., Byars L.L., Management: Theory and Application, IRWIN, Homewood 1986, p.11