

ESSENTIALS
FOR
MANAGERS

BY JAN VRBA
AND THI NGOC QUYNH HUYNH

E S S E N T I A L S

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Essentials for Managers

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This publication is a part of a collection addressing social issues to empower the public to take practical action for their communities. We also would like to dedicate this book to everyone who cares much about their surroundings and helps their communities to flourish.

*List of Publications of the Collection
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PROLOGUE

This book is written with intent to provide a basic overall knowledge on the specific basic skills and knowledge for modern managers in the field of general management and its principles, Human Resources management, Information technology in Management and Business Finance.

This book can be used as guideline for basic insight especially for managers of small-sized companies or self-employed persons and is a addition to the endless free short-term courses and motivational videos available on-line. Dear managers-beginners, do not forget the following quote by W. S. Churchill since it is indeed true in business of Modern World.

“Success is not final and failure is not fatal: It is the courage to continue that counts.”

— Sir Winston S. Churchill

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1.

INTRODUCTION

In the modern industrial world, management is universal, and there is no substitute for good management. It improves human effects and brings better technology, products, and services to our society. It is a critical economic resource and a vital component in business.

Production resources (workforce, machines, and materials, as well as money) cannot be converted into output without proper management. Thus, management is a critical function concerned with all aspects of an organization's operation. Management is required to achieve desired results through group action. Converting the disorganized resources of men, machines, materials, and methods into a useful and effective enterprise is critical.

Thus, management is the function of getting things done through people and directing individuals' efforts toward a common goal. Management isn't a precise science. Unlike chemistry or algebra, where there is often a correct answer, management is fluid and subjective, with differing perspectives on how to apply its principles.

A universal concept that is needed in every organization whether it is a business organization or a non-business organization such as hospital school, etc., is known as Management. An organization's success depends on the successful functioning of its management and is always required whenever human and non-human resources of an organization work together for the accomplishment of any objective. In present times, with an increase in the size and complexities of modern organizations. The idea of management has become incredibly important.

The act of organizing people to achieve desired goals and objectives while effectively and efficiently using the resources at hand is management. Since organizations can be thought of as systems, management can also be characterized as human action, including design that makes it easier for a system to produce useful results. This perspective gives one the chance to manage oneself, which is a requirement before attempting to manage others. The idea of management has become incredibly important.

2.

INTRODUCTION TO MANAGEMENT

The foundations of management can be traced back to the early 20th century. However, it was not until the late 1920s that the field of management emerged. Several factors influenced the development of this discipline. The emergence of businesses in a variety of sectors also contributed to the growth of management as a field. Today, modern managers are expected to possess a certain set of skills and characteristics.

Planning, organizing, leading, and controlling are the four primary roles or tasks that can be used to analyze the operations of successful businesses. The cornerstone of efficient management is comprised of these fundamental tasks.

Our definition of management is a method for achieving organizational objectives. A process is a collection of ongoing, connected activities. Continuous means that the tasks are not carried out in a sequential, linear manner in which accountability is transferred from one task to the next. Instead, the current activities are maintained as new ones are

initiated. The term "interrelated" refers to how one activity's outcomes affect other activities and tasks. It is the responsibility of management to see that essential activities are done efficiently (in the best possible way) and effectively (to achieve the desired result).

The four main tasks that managers must complete as part of the management process are planning, organizing, leading, and controlling. It is essential to realize that the management process is not always linear. Because it is impossible to plan for every issue the organization will encounter, the process does not always begin with planning and proceed through each step until organizational goals are achieved. Changes and modifications are made as the management process develops in response to unforeseen events. Managers make sure the necessary changes are implemented and that the unity and integrity of the entire process are maintained.