

SAINTS OPEN COURSEWARE FOR BUSINESS STUDIES

Management

Management (or managing) is the administration of an organization, whether it be a business, a not-for-profit organization, or government body.

Management includes the activities of setting the strategy of an organization and coordinating the efforts of its employees or volunteers to accomplish its objectives through the application of available resources, such as financial, natural, technological, and human resources.

The term "management" may also refer to the people who manage an organization.

Management Basics

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Management-Basics Chapters		Study Material	Revision Notes	Exam Material
1. Management Basics –Calm Seas Case 2. The Manager’s Job 3. Planning – Calm Seas Case 4. Planning in the Organization 5. Organizing –Calm Seas Case	6. Organizing the Organization 7. Leading – Calm Seas Case 8. Leading in the Organization 9. Control – Calm Seas Case 10. Control in the Organization 11. Further Reading 12. Definition of Terms 13. Endnotes	✓		