

1- Define Basic functions of management?

- Planning: Deciding what needs to happen in the future (today, next week, next month, next year, over the next 5 years, etc.) and generating plans for action.
- Organizing: (Implementation) making optimum use of the resources required to enable the successful carrying out of plans.
- Staffing: Job Analyzing, recruitment, and hiring individuals for appropriate jobs.
- Leading: Determining what needs to be done in a situation and getting people to do it.
- Controlling: Monitoring, checking progress against plans, which may need modification based on feedback.
- Motivating: the process of stimulating an individual to take action that will accomplish a desired goal.

2- Explain the business's strategy?

The business's strategy refers to the coordinated plan of action that it is going to take, as well as the resources that it will use, to realize its vision and long-term objectives.

3- Explain the main functions?

The office manager is the coordinator of the work system. An office manager is responsible for planning, organization, and controlling the clerical aspect of the organization, including the preparation, communication, coordination and storage of data to support production and other important operations of an industrial establishment.

4- Name the management functions?

Budget development and implementation

Purchasing

Human resources

Accounting

Printing

Records management

Forms management

Payroll

Facilities management

Space management

Risk management

Grants administration

5- What is the name of the father of scientific management?

Frederick Taylor 1856-1915.

6- Define knowledge management?

Knowledge management (KM) comprises a range of strategies and practices used in an organization to identify, create, represent, distribute, and enable adoption of insights and experiences. Such insights and experiences comprise knowledge, either embodied in individuals or embedded in organizational processes or practice.

7- What the research tells managers about people?

At this point the first-time manager might wish that there was some simple set of rules governing human behavior.

8- Name the management roles?

Interpersonal roles

Informational roles

Decisional roles

9- Define Power ?

Power can be intoxicating; some psychologists maintain that the urge to gain it is the mainspring which drives us.

10- Name the authority springs from three sources?

Your position- your qualities and behavior- any special skill or expertise you have.