

1- Define management?

Management in all business and human organization activity is the act of getting people together to accomplish desired goals and objectives.

2- Name the function of management?

Planning- organizing- leading- co-ordination- controlling- staffing- motivating.

3- 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.

4- 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.

5- Explain the nature of managerial work?

In for-profit work, management has as its primary function the satisfaction of a range of stakeholders.

6- Define 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.

7- Define Staffing?

Job Analyzing, recruitment, and hiring individuals for appropriate jobs.

8- Define Power ?

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

9- Name the authority springs from three sources?

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

10- Define Motivating?

the process of stimulating an individual to take action that will accomplish a desired goal.