

Chapter Review

2

Definitions of Management

Objectives...

1 explain what is meant by the terms "Management" and "Organization"

Key Terms

Management

Coordinated activities (forecasting, planning, deciding, organising, commanding) to direct and control an organization

Organization

A group of people with a common purpose who work together to achieve shared goals (see formal organization and informal organization)

25. In this chapter we explained what is meant by 'management' and 'organisation'. There is no generally accepted definition of 'management' but we consider it to be coordinated activities (forecasting, planning, deciding, organising, commanding) to direct and control an organization. We distinguished the concept of 'management' from that of 'administration', recognising that the term 'management' has been understood as encompassing much more than 'administration', which has tended to embrace the narrower process of developing and maintaining procedures, e.g. as in office administration. That is to say 'administration' is seen primarily as an aspect of organising. 'Management', by comparison, is also concerned with planning, controlling and motivating staff. Similarly there is no widely-accepted definition of an organisation. Nevertheless, there are some commonly-accepted features of organisations such as purpose, people and structure. An organisation, is a group of people with a common purpose who work together to achieve shared goals. The collection of work groups that has been consciously designed by management to maximize efficiency and achieve organizational goals is referred to as the formal organization.