

## Definitions of Management

In this recording we summarise the content of chapter 2 Definitions of Management. Studying this chapter should help you explain what is meant by the terms "Management" and "Organization"; .

Introducing the chapter, the authors start with 1. In the previous chapter we provided a tentative definition for management. Not unexpectedly, the variety of approaches to the theoretical background of management has produced several versions of what is meant by such key words as 'management' and 'organisation'. This chapter looks at the most typical interpretations of these words, and offers some explanations..

The key concepts discussed within this chapter are:

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); .

Other terms discussed include:

Classical approach; Contingency approach; Controlling; Formal organization; Human Relations approach; Informal organization; Motivating; Open system; Organising; Organization Theory; .

Summarising and concluding, the author(s) make the following comments - 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..

We have now reached the end of the chapter 'Definitions of Management'.

There are a number of references for this chapter where further reading opportunities are identified for you.

Additionally, there are questions or activities to help develop and test your understanding of this chapter