



Elements of Management

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Editorial

Management is the science of maximizing the productivity of people and resources. It is the process of an organization's available resources being planned, organized, directed, and regulated in order to accomplish its goals and objectives.

Planning: This is the process of deciding on a course of action to accomplish the desired outcomes. Planning is the act of deciding ahead of time what to do, when to do it, and how to do it. It connects the dots between where we are and where we want to be. Planning is required to ensure that human and non-human resources are properly utilized. It is all-pervasive, an intellectual activity that also aids in the avoidance of confusion.

Organizing: To organize a business is to provide it with everything useful for its functioning, i.e. raw material, tools, capital, and personnel, writes Henry Fayol. Organizing entails assigning tasks and duties to employees who possess the necessary skill sets to complete them. Organizing also entails establishing the company's organizational structure and chain of command.

Directing/Leading: It is the part of the management function that directs organizational processes to work effectively in order to achieve organizational goals. Leading entails using social and informal sources of influence to motivate others to take action. If managers are effective leaders, their subordinates will be motivated to work hard to achieve organizational goals.

Coordinating: The coordinating function of leadership oversees all

of the company's organizing, planning, and staffing operations, ensuring that they all work together for the organization's benefit. Communication, oversight, and management direction are all part of the coordination process.

Communication: Individuals and departments must communicate in order to exchange facts, opinions, ideas, and information. Communication is useful in an organization for conveying information, advice, and instructions. Communication is a continuous and systematic process of telling, listening, and comprehending.

Motivating: Encourage people to take a more active role in the job they're doing. Businesses thrive when workers are inspired by special initiatives such as the provision of facilities and incentives.

Controlling: It entails the following procedures creating a standard of excellence. Actual achievement is being measured. Actual results are compared to the benchmarks, and any deviations are noted.

Commanding: The organization's leader has four functions in this area: communication, leadership, oversight, and motivation. Even though there is a well-organized plan control system in place, all of these efforts will be for naught if the staffs are not properly informed. With that in mind, another responsibility of the manager is to convey the company's strategy, goals, policies, and positions to his employees.

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