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## Management Functions

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This article includes concepts like -

- Management
- Basic Functions of Management
- Luther Gulick's POSDCORB



## Management -

- Management is the administration of an organization, whether it be a business, a not-for-profit organization, or government body
- Management in some way or another way is an integral part of our living and business
- Management as a concept exist in place in one form or another from ages
- However, modern management originates from the 16th century
- In general, management consists of the interlocking functions of creating corporate policy and organizing, planning, controlling, and directing an organization's resources in order to achieve the objectives of organizational goals

# Basic Functions of Management

- Management is set of principles and related in terms of five basic functions. They are -

1. Planning
2. Organizing
3. Staffing
4. Directing
5. Controlling

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- In short, you can mimic as POSDC

P → planning  
O → Organising  
S → Staffing  
D → Directing  
C → Controlling

- POSDC is considered as basic management functions



## Luther Gulick's POSDCORB

- Later, Controlling function is broken down into further sub functions as coordination, reporting and budgeting by Luther Halsey Gulick (1892–1993, was an American political scientist) and Lyndall Urwick (1891-1983, British management consultant) in their 1937 paper on administrative management theory.
- Luther Gulick popularised, approach of management as “Functions”
- And thus he coined a new word known as **POSDCORB**. The acronym stands for

P → Planning,  
O → Organizing,  
S → Staffing,  
D → Directing,  
CO → Coordinating,  
R → Reporting,  
B → Budgeting.

- Therefore, in total there are these seven functions of management
- However, Planning, Organizing, Staffing, Directing and Controlling are widely recognized functions of management.



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- Overall, these management principles sought for resources efficient usage and effectively to achieve organizational goals.
- managing an organization means getting things done through organizational people to achieve its objectives.

Let us know study each function in detail -

## 1. **Planning -**

- Planning is all about future forecast and future oriented
- Identifies the goals or objectives to be achieved
- It determines an organization's direction towards goals
- While Planning, a Rational and systematic way of making decision approach is followed
- Involves an attempt to control the events of damage in future
- involves the ability to foresee the effects of current actions in the long run in the future for an organisation
- An effective plan of organisation always undertakes planning activities for both external as well as internal factors.

## 2. Organizing

- In management process, an organizing requires a formal structure of authority for proper the direction and flow of actions
- Such authority that is established into group of human resources, departments, work subdivisions
- Roles and Responsibilities are clearly defined and need of coordination of each other eliminates conflicts of interest and so on.
- More to say, the functions of organizing is concerned with:
  - Identifying the tasks that must be performed and grouping them whenever necessary
  - Assigning these tasks to the personnel while defining their authority and responsibility.
  - Delegating this authority to these employees
  - Establishing a relationship between authority and responsibility
  - Coordinating these activities
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  - Establishing a relationship between authority and responsibility
  - Coordinating these activities



### 3. Staffing

- Staffing is the function of hiring right personnel for organisational needs
- For both at managerial as well as non-managerial levels.
- It includes the process of -
  - Recruiting
  - Training
  - Developing
  - Compensation
  - Performance evaluation of employee
- To maintaining the proper work force organisation provide incentives as motivation factor
- For any organization to succeed, human element is the most vital factor
- Therefore, it is important to recruit the right personnel for right job

According to Luther Gulick, it is an act of “ all aspects of personnel management, from initial recruitment to final retirement”

## 4. Directing

- The directing function is concerned with activities like -
  - Supervision
  - communication
  - motivation
  - leadership ... etc
- This is so because to have the employees perform their activities in the most efficient manner possible in order to achieve the desired goals.
- Decision making implementations
- Communication of orders to subordinates for implementing the policies already decided
- Directing is always a continuous activity of managers, supervisors and so on



## 5. Controlling

- This function undertakes such activities to ensure that events or tasks are performed as per already agreed goals or as per organisational goals
- If any deviations or shortcomings are found, while on actioning the tasks of organizational goals then a series of corrective actions are taken to rectify the concerns
- Controlling also involves in other activities like -
  - set standard performance a work place
  - measure the actual performance of employee on tasks
  - compare the performance with predetermined standards
  - corrective actions
- This is one of important activities of managers and supervisors, as any deviations in performance a workplace, generally Supervisors along with employee are also held for accountable
- This function is a continuous activity

## 6. Reporting

- It is an functional activity of -
  - Record Keeping
  - Maintain Reports
  - Perform Research
  - Conduct Inspection

## 7. Budegting

- It is an functional activity of -
  - Fiscal Planning
  - Accounting
  - Control

To Conclude, POSDCORB, serves as basis for all organisational needs, to have functions effectively and efficiently



# Thank you

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