

**LICENCIATURA EN GESTIÓN  
TECNOLÓGICA**  
1º SEMESTER

**Five Functions of Management  
& Leading**

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# ABSTRACT

Effective management and leadership involve creative problem solving, motivating employees and making sure the organization accomplishes objectives and goals. These functions separate the management process from other business functions such as marketing, accounting and finance.

Palabras clave: *planning, organizing, staffing, coordinating and controlling.*

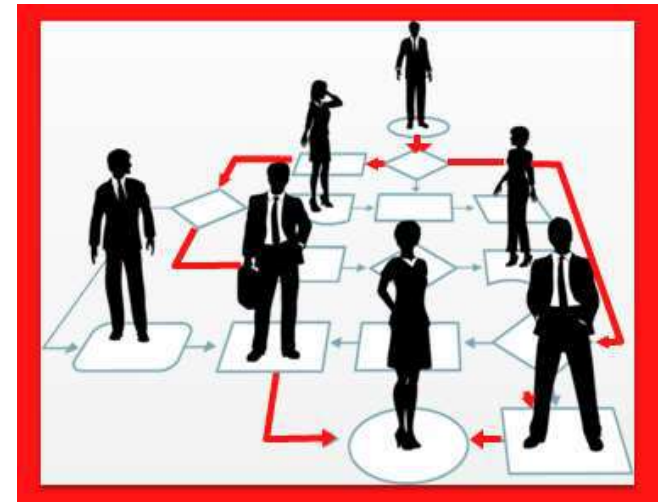
# PLANNING

The planning function controls all the planning that allows the organization to run smoothly. Planning involves defining a goal and determining the most effective course of action needed to reach that goal.



# ORGANIZING

The organizing function controls the overall structure of the company, without this structure, the day-to-day operation of the business becomes difficult and unsuccessful. Organizing involves designating tasks and responsibilities to employees with the specific skill sets needed to complete the tasks.



# STAFFING

The staffing function controls all recruitment and personnel needs of the organization. The main purpose of staffing is to hire the right people for the right jobs to achieve the objectives of the organization. Without the staffing function, the business would fail because the business would not be properly staffed to meet its goals.



# COORDINATING

The coordinating function controls all the organizing, planning and staffing activities of the company and ensures all activities function together for the good of the organization. Coordinating involves communication, supervision and direction by management.



# CONTROLLING

The controlling function is useful for ensuring all other functions of the organization are in place and are operating successfully. Controlling involves establishing performance standards and monitoring the output of employees to ensure each employee's performance meets those standards.



# CONTROLLING

The controlling process often leads to the identification of situations and problems that need to be addressed by creating new performance standards. The level of performance affects the success of all aspects of the organization.





# CONCLUSION

Every function of Management Process is very important to achieve the objectives of the organization, managers must use these functions like strategies to work easier and more efficient.

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Thank You!

