1. Describe the functions of management with the help of suitable examples.

Ans: There are five functions of management and leadership: planning, organizing, staffing, coordinating and controlling. These functions separate the management process from other business functions such as marketing, accounting and finance.

Planning

The planning function of management 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. Typically, planning involves flexibility, as the planner must coordinate with all levels of management and leadership in the organization. Planning also involves knowledge of the company’s resources and the future objectives of the business.

Organizing

The organizing function of leadership controls the overall structure of the company. The organizational structure is the foundation of a 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. Organizing also involves developing the organizational structure and chain of command within the company.

Staffing

The staffing function of management 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. Staffing involves more than just recruitment; staffing also encompasses training and development, performance appraisals, promotions and transfers. Without the staffing function, the business would fail because the business would not be properly staffed to meet its goals.

Coordinating

The coordinating function of leadership controls all the organizing, planning and staffing activities of the company and ensures all activities function together for the good of the organization. Coordinating typically takes place in meetings and other planning sessions with the department heads of the company to ensure all departments are on the same page in terms of objectives and goals. Coordinating involves communication, supervision and direction by management.

Controlling

The controlling function of management 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. 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.

2. What are the important barriers of effective planning?

Ans: Barriers to Effective Planning are -

Lack of Leadership

Being a leader is about more than a title following your name. It requires developing a strategy and then expressing the vision in a clear way, so the entire team understands the goal. When a vision is clearly laid out, business leaders must inspire team members to join the program for the new vision and implement new strategies. Even when leaders do all this well, they still need to be constant motivators, project managers and evaluators of the strategy's implementation. Without motivation, new strategies fall behind as workers return to their habitual ways of doing things.

Excessive Distractions

Too many distractions present a significant barrier to effective planning. It could be that a leader is trying to implement too many things at once, and the team is confused about the priorities. Another way that a distraction prevents effective planning implementation occurs when a leader attempts to roll out a new program during a peak business season. Your team can't focus on new strategies and processes if they are working overtime taking care of clients. As the leader, understand that timing the implementation of new strategy carefully is as important as the strategy itself.

Lack of Systems

Having the right systems in place to support a new strategy is important for success. Systems could include hardware or software systems or could be something as simple as the fulfillment process chain of events. Leaders need to look at the resources in place before implementing a new strategy. For example, a new customer retention management program might help the team become more efficient from the sale through the delivery of goods. However, if the computer systems haven't been upgraded, the new program could overload the computers and cause crashes and freezes. Team members can't be productive while using a system that isn't working correctly.

Limited Manpower

Some strategies require a bigger labor force. Without it, seeing a new strategy implemented effectively has potential problems. For example, a new lead-generation plan could do a great job of flooding your sales team with leads. However, if the sales team doesn't have the capacity to follow up with all the leads, the strategy wastes money and burns prospects. Additionally, the new influx of orders needs a fulfillment team capable of handling the new orders. Make sure you have the right people in place to execute new strategies effectively.

Inadequate Funding