CLASSIC MANAGEMENT FUNCTIONS

**Plann**

Assessing the current situation, establishing goals and objectives, and planning the future.

**Decision-Making**

A part of the planning process that involves developing and selecting alternatives.

**Organizing**

A design of a pattern of roles and relationships established to support the goals and objectives of the program.

**Staffing**

Determining personnel requirements. Selecting, training, and supervising personnel.

**Directing**

Using guidance and leadership to accomplish program goals. Involves teaching, coaching, supervising, and motivating personnel.

**Controlling**

Assessing performance, the progress-to-program goals, and maintaining the program. Using corrective actions to initiate change.

**Other Terms Often Seen in Management**

**Management by objective** (MBO): A management style that has a core set of goals with specific objectives the department will accomplish. The objectives identify the quality, time, accuracy, and priority of the activities.

**Policies**: Written guides to thinking and action that identify required, prohibited, or suggested procedures.