

TASK 9: CREATE A MANAGEMENT FUNCTION

Departments Involved

CEO & HUMAN RESOURCE

Objective

Student will be able to:

- Understand and comprehend the functions of management in the organization and its correlation

Introduction

Management is a process differentiated from the planning, organizing, actuating and controlling, which is done to achieve the agreed objective by using human resources and other resources.

Preparation of Tools and Materials

- Laptop/ Computer for each Department
- Internet Connection

Activities

No	Activities	Duration
1	<p>CEO and HR Department will discuss the components adhere in the functions of management as follow:</p> <ul style="list-style-type: none"> ▪ Planning ▪ Organizing ▪ Actuating/ Directing ▪ Controlling 	10'
2	<p>Arrange the functions of management of your company by referring to these following guidelines:</p> <p>Planning</p> <p>It refers to process in relation to the company's undertaking in order to anticipate the future trends and appropriate strategy and tactic formulation for the purpose of achieving the organizational target and objective. The activities in the Planning function comprise of:</p> <ul style="list-style-type: none"> ▪ Setting up the objective and business/ sales target. ▪ Formulating the strategy to achieve the said objective and business target ▪ Determining the required resources ▪ Setting up the success key standards/ indicators in order to achieve the objective and business target <p>Organizing</p> <p>It is a process in regard to how the strategy and tactics formulated in the planning will be designed in a proper and robust organizational structure, conducive organizational system and environment, and how it can ensure that all parties in the organization working effectively and efficiently in order to achieve the organization's objective. The activities of Organizing function comprise of :</p> <ul style="list-style-type: none"> ▪ Allocating resources, formulating and determining the duties/ tasks, and setting up the required procedures ▪ Establishing the organizational structure which reflect the authorization 	40'

	<p>and responsibility lines</p> <ul style="list-style-type: none"> ▪ Organizing the activity of employees/ human resources recruitment, selection, training and development ▪ Organizing the activity of human resources placement on the appropriate position <p>Actuating and Implementation</p> <p>The process of programme implementation in order to be run by all parties in the organization as well as the process of motivation in order to boost all parties' responsibilities in carrying out their obligation with full awareness and high productivity, The activity in the Actuating Function and Implementation comprise of :</p> <ul style="list-style-type: none"> ▪ Implementing the process of leadership, guiding, and motivating to all employees so that they can work effectively and efficiently in achieving the company's objective ▪ Delegating the work duties and providing routine explanation on such work ▪ Explaining the established policy <p>Supervising and Controlling</p> <p>It is a process done to ensure that all activities which have been planned, organized, and implemented in prior can run in accordance with the expected target, even if under instable business environment. The activities in the Supervising and Controlling Function comprise of :</p> <ul style="list-style-type: none"> ▪ Evaluating the success in achiving such objectives and business targets in accordance with the established indicators. ▪ Taking he clarifying and correcting actions upon the irrelevancy which might be found ▪ Conducting various alternative solutions upon various issues related to the achievement of such objective and business target 	
3	Re- discuss the result of functions of management that you have arranged before it is presented before all company's employees.	10'
4	CEO, then, will ask the other employees to present their results of arrangement of functions of management. Give the other company's opportunity to propose questions and suggestions/ inputs. The modification may be made in accordance with the agreed input/ suggestion	

Output

- Management Function of the Company

References

Combe, Collin. 2014. Introduction to Management. Oxford.
 Herujito, M. Yayat. 2001. Dasar-dasar Manajemen. Grasindo.