

| TASK DETAILS       |                                    |
|--------------------|------------------------------------|
| Title              | <b>DEVELOP MANAGEMENT FUNCTION</b> |
| Type               | TEAM                               |
| Activity Stage     | BUSINESS PLANNING                  |
| Department         | CEO & HR                           |
| Duration           | 1x SESSION, 1X LESSON HOUR         |
| LEARNING OBJECTIVE | OUTPUT                             |
| •                  | Company's Management Functions     |

## INTRODUCTION

In operating a company—whether real or virtual—the success of an organization is highly determined by the team's ability to manage its available resources efficiently and purposefully. This process is known as the management function, which consists of: Planning, Organizing, Actuating/Directing, and Controlling, commonly abbreviated as POAC.

| No | ACTIVITY   |
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| 1  | <p>The facilitator begins by explaining the four management functions (POAC), namely:</p> <ul style="list-style-type: none"> <li>• <b>Planning</b></li> <li>• <b>Organizing</b></li> <li>• <b>Actuating/Directing</b></li> <li>• <b>Controlling</b></li> </ul> <p><b>Real-world example from Sukkhacitta:</b><br/>         "Sukkhacitta set a long-term goal to empower 10,000 rural women in Indonesia. To achieve this, they developed a community-based production strategy and established strict ethical labor standards. How do you think this reflects 'Planning' and 'Organizing' in management?"<br/>         Facilitator leads a discussion with participants:<br/>         What could happen if these functions are not well-executed in a business?</p>  |
| 2  | <p>The facilitator then assigns students into groups based on their virtual company structure. The CEO leads the discussion process to develop the management functions based on their division and business goals.</p> <p>Each virtual company will prepare a document outlining their POAC functions, using the following guide:</p> <p><b>A. Planning</b><br/>         Describe how your company formulates strategies to achieve sales and social impact goals.<br/>         Prompt questions:</p> <ul style="list-style-type: none"> <li>• What is your company's primary goal this year?</li> <li>• What strategies have been developed to achieve it?</li> <li>• What indicators will you use to measure success?</li> </ul> <p><b>B. Organizing</b><br/>         Explain your team's organizational structure and division of roles.<br/>         Prompt questions:</p> <ul style="list-style-type: none"> <li>• How are divisions determined?</li> <li>• Who is responsible for production or service processes?</li> <li>• How are human resources recruited and trained?</li> </ul> |

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|   | <p><b>C. Actuating</b><br/>Describe your leadership approach and how you keep the team motivated.<br/>Prompt questions:</p> <ul style="list-style-type: none"> <li>• How does your team ensure everyone understands the targets?</li> <li>• Are there feedback systems, regular briefings, or motivation trainings?</li> </ul> <p><b>D. Controlling</b><br/>Explain how your company monitors and evaluates performance.<br/>Prompt questions:</p> <ul style="list-style-type: none"> <li>• Is there a set evaluation schedule?</li> <li>• How does the team handle obstacles?</li> <li>• Who is responsible for corrective action?</li> </ul> |
| 3 | <p>After completing the POAC document, all divisions within the company are required to review their respective functions across departments. This ensures that functions between divisions are integrated and not overlapping.</p> <p><b>Case Example:</b><br/>The Marketing division has a weekly promotional strategy, but the Production division is not ready to meet product capacity—this is where "Organizing" and "Controlling" functions need to be aligned.</p> <p>If conflicts or inconsistencies are found, re-discuss and make collaborative adjustments.</p>  |
| 4 | <p>The CEO represents the company to present the finalized management function document to all company members. After the presentation, the facilitator opens a Q&amp;A session and gathers feedback from participants.</p> <p>The team may revise the POAC document based on received suggestions and upload the final version to the company's virtual document submission system.</p>   |

## REFERENCE

1. Ricky W. Griffin, *Management: Principles and Practices*, 12th Ed.
2. Robbins & Coulter, *Management, Global Edition*.
3. Harvard Business Review. - "The Four Functions of Management"

## TASK TEMPLATE

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