



# CHAPTER 1

## MANAGEMENT AND ITS HISTORY

[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)

[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)





# What is Management? ( စီမံခန့်ခွဲမှုဆိုတာ ဘာလဲ )

- Management is the attainment of organizational goals in an effective and efficient manner through planning, organizing, staffing, directing and controlling organizational resources.

[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)

[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)



# A Manager's Responsibility ( မန်နေဂျာ၏ တာဝန်နှင့်ဝတ္တရားများ )



- Achieving organizational objectives through efficient and effective utilization of resources.

ကိုယ်မှာရှိသောစွမ်းအင်နှင့်အရင်းအမြစ်(လူအား၊ငွေအား၊အရင်းအမြစ်)တို့ကို အမြင့်ဆုံး အသုံးကျပြီး အဖွဲ့အစည်း၏ ရည်မှန်းချက် ပန်းတိုင်အား ရောက်ရှိအောင် ဆောင်ရွက်ပေးခြင်း။

- **Efficient:** doing things right so as to maximize the utilization of resources.
- **Effective:** doing the right thing in order to attain an objective; a manager's effectiveness reflects the degree to which he or she achieves objectives



# Components of Management ( စီမံခန့်ခွဲမှု၏ အစိတ်အပိုင်းများ )



## Planning:

The process of setting objectives and determining in advance exactly how the objectives will be met

## Organizing:

The process of delegating and coordinating tasks and allocating resources to achieve objectives

## Leading:

The process of influencing employees to work toward achieving objectives

## Controlling:

The process of monitoring progress and taking corrective action when needed to ensure that objectives are achieved.



# Manager's Resources

- Human ( လူအား )
- Financial ( ငွေအား )
- Physical ( ကာလအား )
- Informational ( သတင်းအချက်အလက်နှင့် နည်းပညာအား )

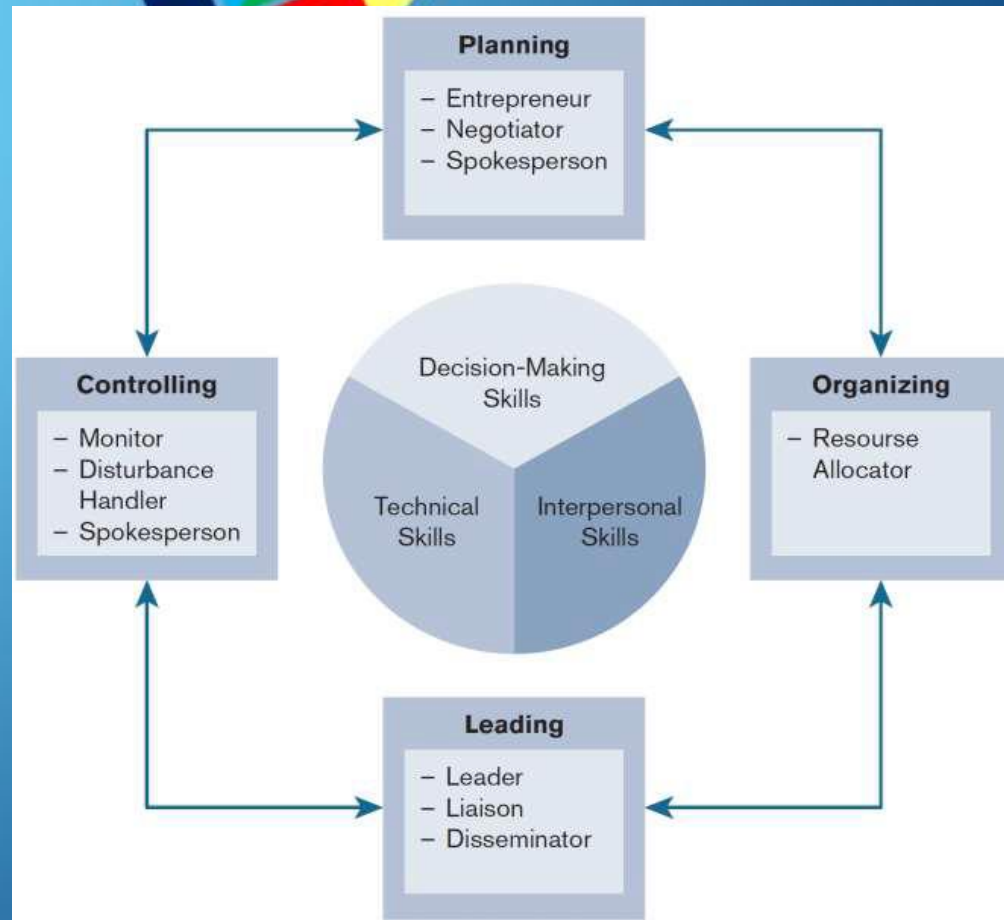
[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)

[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)



# Management Skills, Functions, and Roles

စီမံခန့်ခွဲမှု စွမ်းရည်၊  
လုပ်ပုံကိုင်ပုံနှင့်  
သက်ဆိုင်ရာ အနေအထား



# Three Management Skills ( စီမံခန့်ခွဲမှု စွမ်းရည်သုံးရပ် )



**Decision Making Skills:** based on the ability to conceptualize situations and select alternatives to solve problems and take advantage of opportunities.

ဆုံးဖြတ်ချက်မှန်ကန်စွာချနိုင်သော စွမ်းရည်

**Technical:** involve the ability to use methods and techniques to perform a task.

နည်းပညာ ပိုင်နိုင်စွာအသုံးချနိုင်မှု စွမ်းရည်

**Management Skills**

**Interpersonal:** involve the ability to understand, communicate, and work well with individuals and groups through developing effective relationships.

ပေါင်းသင်းဆက်ဆံမှု စွမ်းရည်



# Management Traits ( စီမံခန့်ခွဲမှု စရိုက်လက္ခဏာ )



**Interpersonal:**

Figurehead, leader, and liaison

**Informal:**

Entrepreneur, disturbance handler, resource allocator, and negotiator

**Decisional:**


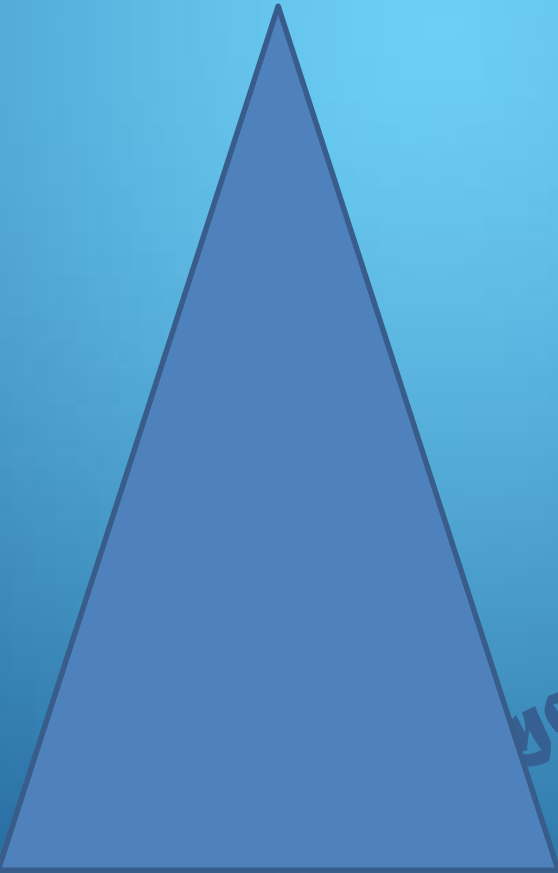
Monitor, disseminator, and spokesperson





# Levels of Management Capabilities

( စီမံခန့်ခွဲမှု လုပ်နိုင်စွမ်းကို အဆင့်အလိုက် သတ်မှတ်ခြင်း )



TOP: executive coaching, change management, leadership, delegation ,empowerment

MIDDLE: problem solving, team building, talent development, performance management

LOW LEVEL: emotional intelligence, coaching for performance

# Six Traits Managers Need

( မန်နေဂျာ တစ်ယောက်ရှိအပ်သော စရိုက်လက္ခဏာ ၆ ရပ် )

- Supervisory Ability
- Initiative
- Self assurance
- Decisiveness
- Intelligence
- Need for Occupational Achievement

[www.Zhitpyinnjar.com](http://www.Zhitpyinnjar.com)

[www.Zhitpyinnjar.com](http://www.Zhitpyinnjar.com)



# Qualities and Skills of Successful Managers

( အောင်မြင်သော မန်နေဂျာ တစ်ယောက်၏ အရည်အချင်းနှင့် စွမ်းရည်များ )

- Integrity
- Industriousness
- Ability to get along with people
- Business knowledge
- Intelligence
- Leadership ability
- Education
- Sound judgment
- Ability to communicate
- Flexibility
- Ability to plan & set objectives

[www.khitpyinnar.com](http://www.khitpyinnar.com)

[www.khitpyinnar.com](http://www.khitpyinnar.com)



# Levels of Manager ( မန်နေဂျာများ အဆင့်လိုက်သတ်မှတ်ခြင်း )

- General
- Top Level
- Middle Managers
- Functional Manager
- First Line Managers
- Project Manager
- Team Leader



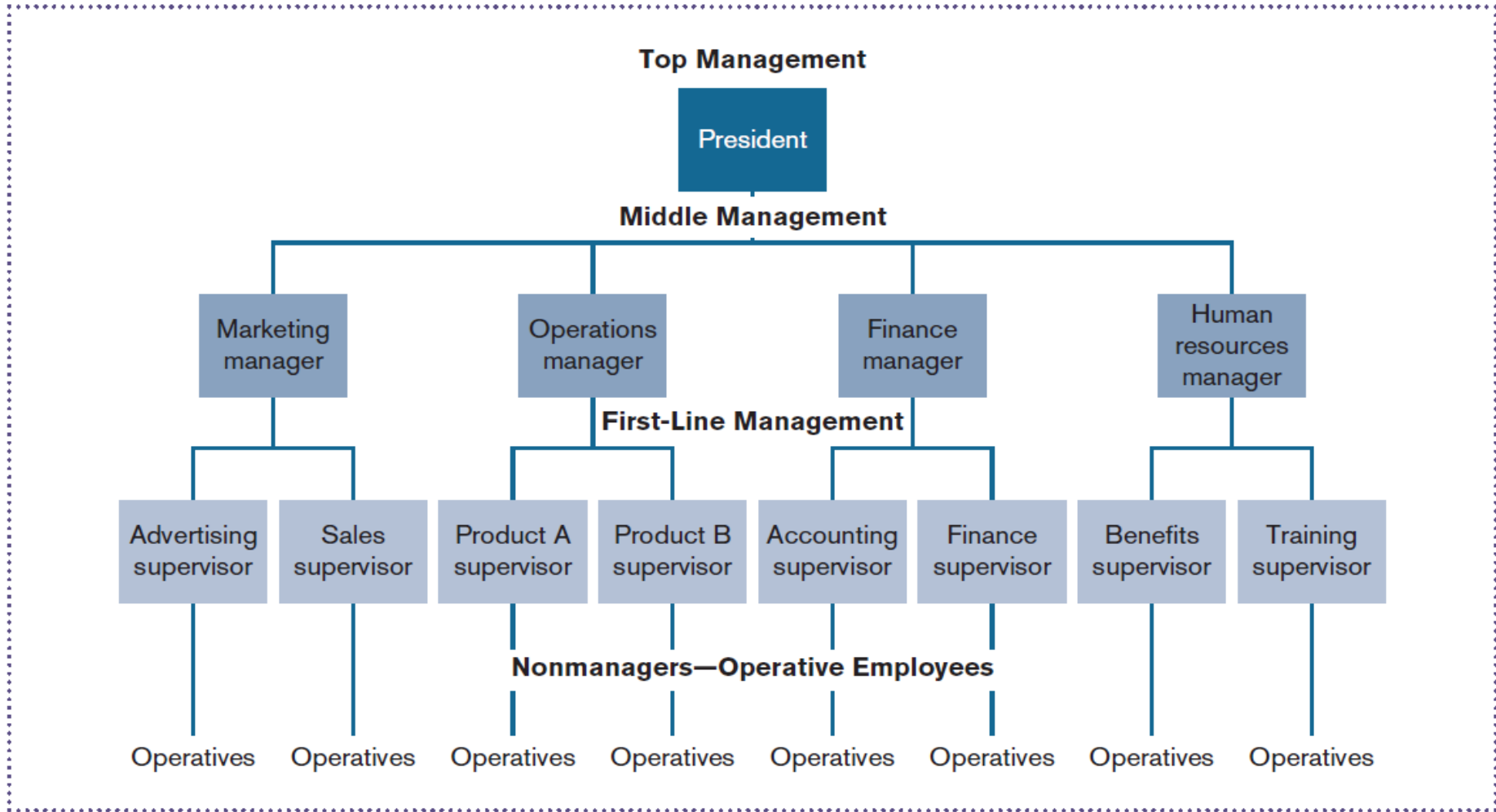
[www.khitpyinnyar.com](http://www.khitpyinnyar.com)

[www.khitpyinnyar.com](http://www.khitpyinnyar.com)



EXHIBIT 1-7

MANAGEMENT LEVELS AND FUNCTIONAL AREAS



# Types of Managers ( မန်နေဂျာ အမျိုးအစားများ )



- Marketing manager: responsible for selling and advertising products and services

ဈေးကွက်ရှာဖွေရေး မန်နေဂျာ

- Production manager: responsible for making a product

ကုန်ထုတ်လုပ်မှု မန်နေဂျာ

- Operations manager: responsible for providing a service

လုပ်ငန်းလည်ပတ်ရေး မန်နေဂျာ

- Accounting manager: responsible for keeping records of sales and expenses (accounts receivable and payable) and determining profitability

စာရင်းကိုင်မန်နေဂျာ



# Types of Managers Continued



- Financial manager: responsible for obtaining the necessary funds and investments

ဘဏ္ဍာရေး မန်နေဂျာ

- Human resources manager: responsible for forecasting future employee needs and recruiting, selecting, evaluating, and compensating employees

လူစွမ်းအားအရင်းအမြစ် မန်နေဂျာ



# Skills and Functions Management Levels

Management Levels	Primary Management Skills Needed	Primary Management Functions Performed
<b>Top Managers:</b>	Decision Making Skills & Interpersonal Skills	Planning & Organizing
<b>Middle Managers:</b>	Balance of all three( Technical, Interpersonal & Decision making Skills)	Balance of all Four(Planning, Organizing, Leading & Controlling)
<b>First Line Managers</b>	Technical & Interpersonal Skills	Leading & Controlling



# Large and Small Businesses

## EXHIBIT 1-9 DIFFERENCES BETWEEN LARGE AND SMALL BUSINESSES

Functions and Roles	Large Business	Small Business
<b>Planning</b>	Commonly have formal written objectives and plans with a global business focus.	Commonly have informal objectives and plans that are not written with a global focus.
<b>Organizing</b>	Tend to have formal organization structures with clear policies and procedures, with three levels of management. Jobs tend to be specialized.	Tend to have informal structures without clear policies and procedures, with fewer than three levels of management. Jobs tend to be more general.
<b>Leading</b>	Managers tend to be more participative, giving employees more say in how they do their work and allowing them to make more decisions.	Entrepreneurs tend to be more autocratic and want things done their way, often wanting to make the decisions.
<b>Controlling</b>	Tend to have more sophisticated computerized control systems.	Tend to use less sophisticated control systems and to rely more on direct observation.
<b>Important management roles</b>	Resource allocator.	Entrepreneur and spokesperson.

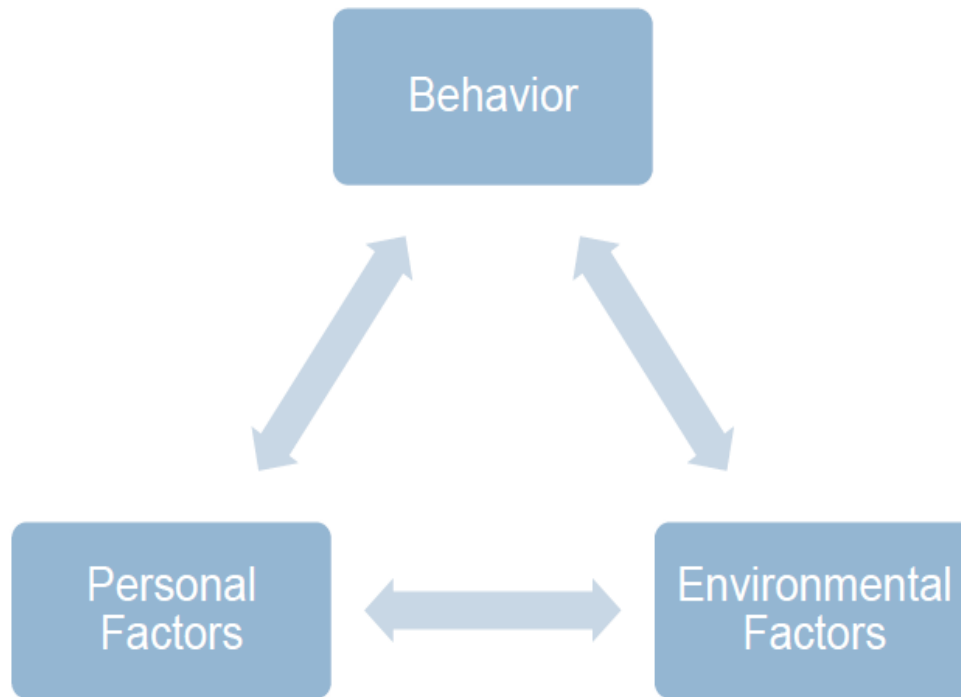
# Schools of Management



- Classical Theorist: Focuses on the job and management functions to determine the best way to manage in all organizations
- Behavioral Theorist: Focuses on people to determine the best way to manage in all organizations



## Factors in a Manager's Actions



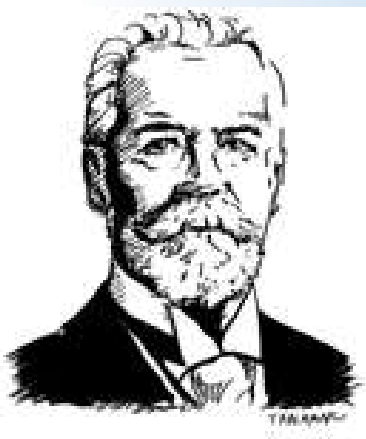
# Frederick Winslow Taylor



Developed “Scientific Management” to maximize performance through:

1. Making a procedure for each element of a worker’s job
2. Promoting job specialization.
3. Selecting, training, and developing workers scientifically.
4. Planning and scheduling work.
5. Establishing standard methods and times for each task.
6. Using wage incentives such as piece rates and bonuses.





## Henri Fayol

French engineer who became the father of modern management

Pioneered the study of principles and functions of management.

Developed management functions:

- planning
- coordinating
- organizing controlling
- commanding

[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)

[www.Zhitpyinnyar.com](http://www.Zhitpyinnyar.com)

