FUNCTIONS OF MANAGEMENT

Classify the following management task into planning, organizing, directing, motivating, controlling, coordinating or delegating.

Note: Use small letters and ensure correct spelling of functions

1. Establishing overall goals and budgets
2. Ensuring that costs are kept within limits and waste is avoided
3. Establishing formal working relationships
4. Helping departments carry out activities that help other departments
5. Determining the workflow
6. Bringing together all the different activities and processes to achieve goals
7. Giving the organization focus
8. Seeking to place the right person in the right job, matching skills with needs
9. Instructing employees on ways to maintain high levels of production
10. Establishing the company's long-term goals
11. Ensuring that costs are kept within limits
12. Assigning task to subordinates
13. Influencing workers to so their best
14. Measuring standards with actual performance
15. rewarding employees for performing above the standards

(Taken from CXC POB for CSCEC for self-study and distance learning pg.53)

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