

DOFA

Business Management

In Practice

Exam Buster Cards

Preface

We hope you enjoy your Onestudy Revision Slides.

We feel that they will assist you in completing your goal because:

- The chapters are summarised, enabling you to revise and recall your knowledge of each area in bite size chunks;
- They provide space for you to jot down any valuable notes;
- They contain exam guidance.

Use the slides as often as you can, to ensure you have all the information in your memory ready to transfer to the exam paper!

DOFA Business Management in Practice

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Chapter 1 - Theories of Management

Henry Mintzberg

- Interpersonal Roles:
 - Figurehead
 - Leader
 - Liaison
- Informational Roles:
 - Monitors the Environment
 - Disseminates Information
 - Acts as a Spokesman
- Decisional Roles;
 - Entrepreneur
 - Disturbance Handler
 - Allocation of Resources
 - Negotiation

Peter Drucker

- The Management Process
 - Setting Objectives for the Organisation
 - Organising the Work
 - Motivation and Employees
 - The Job of Measurement
 - Developing People

Henri Fayol - Functions of Management

- *Planning* – setting objectives
- *Organising* – setting tasks to achieve goals
- *Commanding* – giving instructions
- *Coordinating* – harmonising activities of individuals and departments to organisational goals
- *Controlling* – measuring actual performance against plans and taking any necessary corrective action

Buchanan and Huczynski

- An organisation is a social arrangement for the controlled performance of collective goals;
- Objectives have to be set for the organisation;
- These objectives have to be met
- Someone has to ensure that this happens.

Charles Handy

- The Manager As A GP
 - Identify The Symptoms
 - Diagnose The Disease
 - Develop A Strategy For Better Health
 - Start The Treatment
- Managerial Dilemmas
 - The Dilemma Of The Cultures
 - The Dilemma Of The Time Horizons
 - The Trust-Control Dilemma
 - The Command Leader's Dilemma