**MOHAMED KHEIDER UNIVERSITY**

**FACULTY OF ECONOMICS, BUSINESS AND MANAGEMENT**

**DEPARTMENT OF MANAGEMENT**

**Introduction to Management**

1. **Definition of Management**:

According to some scholars, the term of “management” defined as:

**“Art of getting things done through people."** Mary P. Follett (1868 –1933).

**“ A distinct process consisting of planning, organising, actuating and controlling; utilising in each both science and art, and followed in order to accomplish pre-determined objectives.”** George R. Terry (1877-1955).

**“An art of getting things done through and with the people in formally organized groups.** Harold Kountze (1909-1984).

1. **Levels of Management:**

The levels of management can be classified in three main categories:

**3.1. Top Level of Management:**

  The ultimate source of authority and it manages goals and policies for an enterprise. It consists of directors and managing director. Some of its roles can be like: controls and coordinates the activities of all the departments and provides guidance and direction.

### 3.2. Middle Level of Management:

### They are responsible to the top management for the functioning of their department. They devote more time to organizational and directional functions. Their roles: They execute the plans of the organization in accordance with the policies and directives of the top management, and they interpret and explain policies from top-level management to lower level.

### 3.3. Lower Level of Management:

### Concerned with direction and controlling function of management. This level characterized by: responsibility for the quality, quantity of production and for providing training to the workers.

**4. Objectives of management:**

The essential objectives of management are:

* Getting Maximum Results with Minimum Efforts;
* Increasing the Efficiency of factors of Production;
* Maximum Prosperity for Employer and Employees;
* Human betterment and Social Justice.

**5. Importance of Management:**

* It helps in Achieving Group Goals;
* Reduces Costs;
* Establishes Equilibrium.