

What is Management?

Management is essentially a matter of organizing people. Managers, especially senior managers, have to set objectives for their organizations, and then work out how to achieve them. This is true of the managers of business enterprises, government departments, educational institutions, and sports teams, although for government services, universities and so on we usually talk about administrators and administrations rather than managers and management. Managers analyse the activities of the organization and the relations among them. They divide the work into distinct activities and then into individual jobs. They select people to manage these activities and perform the jobs. And they often need to make the people, responsible for performing individual jobs, form effective teams.

ما هي الإدارة؟

إن الإدارة في الأساس هي عملية تنظيم للناس. والمديرون - خاصة الكبار منهم - ينبغي أن يضعوا أهدافاً لمنظمتهم، ومن ثم ينظرون في كيفية تحقيقها. ويحق هذا في شأن مديري شركات الأعمال، و المصالح الحكومية و الهيئات التعليمية و الفرق الرياضية، على الرغم من أنه بالنسبة للخدمات الحكومية والجامعات وخلافه فإننا دائماً نتحدث عن إداريين (administrators) وإدارة (administration) وليس مديرين (Managers) وإدارة (management). ويحلل المديرون أنشطة المنظمة والعلاقات بينها، ويقسمون العمل إلى أنشطة محددة ثم إلى وظائف فردية. ويختارون الناس لإدارة تلك الأنشطة وأداء الأعمال. وغالباً ما يحتاجون إلى تشكيل فرق عمل فاعلة من قبل المسؤولين عن أداء المهام الفردية.

Definitions:

Management: the technique or practice of managing or controlling an organization or business.

Manager: a person who organizes and controls a business or work of other employees.

Team: a group of people working together on a particular task or project.

What does a manager do?

1. A manager sets objectives for his organization and works out how to achieve them.
 2. He analyses the activities of the organization and the relations among them.
 3. He divides the work into distinct activities and then into individual jobs.
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Lesson 2: Exercises

What is Management?

First Question: Fill in the spaces form the words between brackets:

1. Managers have to set (**fire-objectives-activities**) for their organization, and then work out how to (**achieve-ignore-break**) them.

1. Managers (**analyse-cancel-perform**) the activities of the organization and the relations among them.
2. Managers (**select-fire-force**) people to manage these activities and perform the jobs.
3. Managers often need to make the people responsible for performing individual jobs form effective (**gangs-players-team**).

Second Question: Match:

- | | |
|---------------|---|
| 1- Team | A person who organizes and controls a business or work of other employees. |
| 2- Management | A group of people working together on a particular task or project. |
| 3- Manager | The technique or practice of managing or controlling an organization or business. |

Fourth Question: Answer the following question

1. What does a manager do?
2. What is the role of a manager?
3. Describe the role of a manager.

Fifth Question: Translate the following into Arabic

Managers, especially senior managers, have to set objectives for their organizations, and then work out how to achieve them.