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His management career is one of the most demanded in Peru and abroad. Due to the versatility of professionals and different areas of application, this is also one of the areas that records the best income. If you want to be a manager, you need to know how to distinguish all the specialties of this race to choose the one that meets your expectations. As a financial manager, he will be responsible for managing investments, financing and goods to achieve his business goals. You will be responsible for the analysis of the company's financial statements; budgeting and distributing funds during various areas; maintain the balance between liquidity and profitability; and set policies on asset management. If you follow this career, you will be able to serve as financial manager and general manager in all kinds of organizations, as well as key management in companies in the financial system. Some courses you'll take: Global Economic Geography Market Research Professional English English Organizational Behavior for Business Project Management This career will allow you to analyze and perceive opportunities in the market to create business ideas that meet consumer needs and build long-term relationships between customer and brand. Propose and implement marketing plans; analyze and identify opportunities in the domestic and foreign markets; you will implement positioning strategies for your brand and product, and formulate tactics for commercial purposes. At the end of your training, you will be able to serve as a manager, manager, marketing manager or commercial manager of your own company in companies in all economic sectors. Some courses you will take: Entrepreneurship and innovation Consumer behavior and neuromarketing Formulation and evaluation of projects Product management and brands International Marketing This career will give you the knowledge to take advantage of the opportunities offered to you by product and brand development and trade agreements for global markets, regions and integration processes between other regions that enable your company's international corporate growth. You will determine the opportunities to implement management and integration processes that promote the competitiveness and value of your brand. At the end of your training, you will be capable of strategic positions in organizations in different fields with international projection thanks to the development of global vision and competencies in the fields of communication and leadership. International Quality Standards International Business Management International Market Intelligence International Marketing Negotiation and International Transaction Some courses that will carry professionally in this field will be responsible for implementing strategies that create working environments that promote the continuous development of human resources to increase innovation, good interpersonal relationships and organizational productivity. You will be able to guide people's competencies, skills and abilities objectively, critically and thoughtfully to achieve the effectiveness of their actions. Some courses will take culture and organizational climate management and analysis of positions Recruitment and human ability selection Evaluation and performance management HR Strategic direction Now management know the difference between each specialization of your career, you can choose one that goes according to your profession. Remember that we have all these careers at Continental University. Branches of Human Resources management: You focus on the most valuable thing in an organization: the people who make it up. This means maintaining and building ties between workers, paying attention to their health, knowledge, skills, training and promoting team work. Production management: In connection with companies that produce goods and services, you review the transactions they carry out in-1 to develop, organize, control or plan them. The idea is that if you improve the way you work and production processes, you will save time, resources (raw materials), costs, which means more profit for the organization. Strategic management: Mainly focused on long-term goals, measures to meet them, and the resources necessary to achieve this. A company's strategy is essential! From this, all the work to be done to achieve its purpose is detailed. For the company's highest roles. Those who say what to do for the next 2, 3 years can guarantee success. Marketing: If you want to focus on people's needs and desires, the idea is to influence these desires by making products attractive to customers, accessible and available. It is a whole branch with a social mix, knowing the best way to sell reading consumer behavior. Finance: Money. It prepares investments, financing, cost control, close monitoring of expenses, projections. It's extremely important because the goal of every organization is to make money. Information Technologies: Learn about new technologies, systems to plan, manage, and develop your strategies, or to make sure everything goes well. You can also take part in developing IT systems or solutions for your organization. The idea is that every software should strengthen the company. Output You can work for all kinds of companies, whether it's an enterprise, your own entrepreneurship, small, medium, large, private or public business. Especially in the fields of management, finance, marketing or human resources. The manager plays manager roles because of his preparations. Webography For other uses, see Management (semantic separation). Management is the development and implementation of its own knowledge through scientific method (finance, operations, marketing, strategies, international business, human resources and IT) in order to ensure the planning, regulation, management, coordination and control of organizations' resources and business activities. For its success, social sciences use limited knowledge. This development is achieved through: auditing and coordinating other people's business activities, thereby conducting them efficiently and effectively. [1] Modern management of an organization focused on strategy and customer needs. Other definitions of governance (according to several authors) are: Management is a discipline that examines the behavior of human individuals and institutions that are subject to constant changes. [2] (Peter Drucker) management uses organized basic knowledge - science - and applies it according to reality to achieve the desired result, and art is to know to achieve a tangible result. (Chester I. Barnard) Management is about achieving a default goal through the efforts of others. [3] (George R. Terry). Management is a social science that seeks the satisfaction of corporate goals through a structure and coordinated human effort. (José A. Fernández Arenas). [4] Management is a process aimed at effectively and efficiently coordinating a social group's resources to achieve their goals with maximum efficiency. (Lourdes Munch Galindo and José García Martínez). [5] It is scientific discipline aimed at examining organizations in order to achieve the highest possible benefit by creating a sociotechnology [6] responsible for planning, organizing, managing and controlling an organization's resources (human, financial, material, technological, information, etc.). This benefit can be social, economical depending on the objectives pursued by the organization. All these definitions include some common elements: the presence of objective(s) that management focuses on. This it occurs in social groups, it is among people. There must be proper use of resources to achieve a common conclusion. This requires effectiveness, that is, achieving the specified or intended goals. The need for efficiency in achieving these goals but at the lowest cost and with the highest quality. Efficiency achieves the maximum results that human efforts provide a minimum. The word etymology management creates the preration of advertising (true) and ministratio. The second word consists of 'minister', minus' (despises comparison) and suffix 'sweat', which serves as a comparison term. The minister means obedience or obedience; performs one function at the behest of the other; serving the other. [7] Given the above definition, then it can be said: Plan: This is the process that begins with the vision of the person who runs an organization; the mission of the organization; to set organizational objectives, strategies and policies by using the strategic map as a tool; all this, taking into account the strengths/weaknesses of the organization and the opportunities/threats of context (DAFO Analysis). Planning covers long-term (5 to 10 years or more), medium-term (from 1 to 5 years), and short-term, annual budget developed in more detail. Today, the constant changes created by social, political, climate, economic and technological factors create a turbulent environment in which planning becomes difficult and time-bound, for forestaking organizations to systematically and permanently review and redefine their plans. Regulation: Answers questions about who will perform the task?, designing the organization chart that defines the responsibilities and obligations of the institution; How will the task be performed?. When will it be done?; by designing a business process that determines how and at what time tasks are performed seait; the result is to edit and synchronize. Direct: It is the persuasion effect or capacity performed through leadership on individuals to achieve the set goals; based on decision-making using logical and intuitive decision-making models. Control: Measuring the performance executed, compared to the specified objectives and objectives; deviations are detected and necessary measures are taken to correct them. Control is carried out at the strategic level, tactical level and operational level; the entire organization is evaluated by a management control system; external audits are also contracted, external audits are analyzed and different functional areas. The purpose of the work of the administration is organizations; therefore, it applies to private and public enterprises; public institutions and government agencies and various private institutions. For example: churches; universities; municipalities; provinces, national administrations and institutions; hospitals and other health institutions, foundations, etc. and all kinds of private enterprises; and even families and homes. Management by functional areas of the company's financial management or corporate finance. Commercial management (marketing or marketing). The classical pyramidal structure is organized according to functional areas. Production management or human resources management operations. As the most characteristic functional areas, but you can also find sections: Information Technology Management. Organization and method. Operational Investigation. Strategic management. Information management. Talent management. Project management. Risk management. Supply chain management and logistics, etc., are the most frequent among organizations. Management is closely related to other science and engineering such as economics, accounting, law, psychology, sociology, politics, mathematics, statistics, anthropology, history, geography, philosophy and system engineering. History There are difficulties in returning to the origins of management history; Some writers go back to the development of sumerian merchants and former Egyptian pyramid builders, or administration of the Church and former militias to organizational methods. However, many pre-industrial companies did not feel inceded to address systematic management practices, given the small scale. But recent studies show that management is probably able to appear along with the human appearance, since initially human beings felt the need to manage food studies and thyrthing for each member who made up the group, thus giving them the first steps of management. Likewise, as man moved from nomadic to settled person, administrative tasks intensified, but when the first civilizations were founded there was an evolutionary shift in the administrative field, a little more complicated. Innovations, planning and control tools such as the extension of Arab figures (between the 5th and 15th centuries) and the emergence of double-start accounting in 1494 organization and the official birth of management in this way. But in the nineteenth century, it was the first approach of a method that called for urgency given the first publications in which the administration was scientifically discussed and the emergence of the Industrial Revolution. 19th-century Charles-Jean Baptiste Bonnin is currently considered the father of the Public Administration, because in 1808 he published his first work, Code Administratif de l'importance de la Nécessité d[8] where he pronounces many principles that can be applied to private administration through adaptations related to related adaptations. For example, some of the principles of public administration were as follows: Action is in power and power is united; It's someone's job to manage. Note the similarity to some of the principles that Henri Fayol pronounced but made more than 100 years ago. Some have found modern management in the 19th century. Classic economists such as Adam Smith and John Stuart Mill have provided a theoretical fund for resource allocation, production and pricing. At the same time, innovators such as Eli Whitney, James Watt and Matthew Boulton have developed technical production tools such as standardization, quality control procedures, analytical accounting and business planning. At the end of the 19th century, Léon Walras, Alfred Marshall and other economists brought a new layer of complexity to the theoretical principles of the Administration. Joseph Wharton offered his first se both-way course at Management in 1881. In the twentieth century, management emerged that organizations became more complex and sciences such as engineering, sociology, psychology, system theory and industrial relations developed. [9] The Administration's Classic Approach School of Management was developed in the United States during the governments of Presidents Theodore Roosevelt and Woodrow Wilson. In this context, classical theory school was born. This school is divided into four mainstream organizations that try to create the principles of universal practice, analyzing the nature and structure of the Administration: around 1900, the School of Scientific Management tries to give a scientific basis for many entrepreneurial activities and ideas. [10] Examples include Henry Towne's 1890 Management Science, Frederick Winslow Taylor's The Scientific Administration (1911), Frank's Applied Movement Study, and Gilbreth (1917). In 1912, Yoichi Ueno introduced Taylorism to Japan and became the first business consultant to create the so-called Japanese management style. [11] His son, Ichiro Ueno, was a pioneer of Japanese quality assurance. In the 1930s, Fordism emerged following the ideas of Henry Ford, founder of the Ford Motor Company. All transactions carried out in companies are divided into six groups: [12] Technical transactions such as production, production and transformation Financial transactions such as the search and management of capital business transactions such as acquisition, sales, marketing Accounting transactions such as Inventories and financial statements Planning, organization, execution, management and control Classical management school appeared around 1916. First, Henri Fayol, known as the founder of the classical school of management, was the first to systematize managerial behavior and set out the 14 principles of management in his book General and Industrial Administration: Obedience to certain interests: Above the interests of employees, the company has interests. Although the truth is to give employees more importance than the Company Command Unit: In each job, an employee should only take orders from one top. Management Unit: A single plan for any group of activities with a single boss and a single goal. This is a fundamental condition for unity of action, coordination of efforts and ensuring focus. The controller cannot be issued without a steering unit, but it is not derived from it. Centralization: The inification of authority in the upper echelons of the hierarchy. Hierarchy: The chain of bosses varies from maximum authority to lower levels, and the root of all communication goes to maximum authority. Occupation: means that you need to specialize in your work and the tasks to be done and the employees. Authority and responsibility: The ability to give orders and expect obedience from others, this creates more responsibility. Discipline: This depends on factors such as desire to work, obedience, dedication and appropriate behavior. Personal renation: Fair and guaranteed satisfaction should be provided for employees. Order: Everything must be properly placed and put in place, this order is both material and human. Equality: Courtesy and justice to achieve the loyalty of the staff. Stability and staff time in a position: Staff stability must be given. Initiative: Capacity related visualize a plan to follow and ensure its success. Team Spirit: It provides the power of an organization to make everyone work with pleasure within the company and as if they were a team. Ernest Dale's Empirical School Ernest Dale's empirical school said that the Administration should not rely only on the practical experience expressed by those who initiated the Administration, but that research should be conducted specifically and at a specific time for each case; they also raise education through real-world litigation. The humanist approach of the administration and the theory of governance through a humanist approach is through a real conceptual revolution: the emphasis placed on the task (by scientific management) and the organizational structure (with classical management theory) is transferred to the emphasis on the people who work or participate in organizations. [13] With humanist approach, machine and working method, principles of formal organization and management in accordance with organizational aspects, concern is prioritized for the human and social group; it is transferred to psychological and sociological aspects from a technical and formal point of view. The theory of human relations (also called the humanist school of management) developed by the School of Human Relations Elton Mayo and his collaborators, emerged in the United States as an immediate result of the results from Hawthorne's experiments. This was basically an opposition movement against the classic theory of governance. [14] The school of human relations emerged in part because of the classical approach's inability to adequately productivity and adapt in the workplace. This has increased interest in helping managers manage their organizations' Human Resources more effectively. Many theories have tried to reinforce classical organizing theory with elements of sociology and psychology. The research line at this school was elton mayo and frtiz J. Roethlisberger and some other Harvard colleagues, including William J. Roethlisberger and William J. Dickson, who conducted a series of studies at the Western Electric Company between 1924 and 1933, because most of them were made at the Western Electric Hawthorne plant, near Chicago. These studies investigated the relationship between the amount of lighting in the workplace and the efficiency of workers. The researchers have ruled that employees will work more if management cares about their well-being, if the auditors showed special interest in them. This phenomenon was later known as the Hawthorne effect. The researchers also found that unregistered study groups (the social environment of employees) had a positive impact on productivity. Many Western Electric employees said their jobs were boring and absurd, but that their relationships and friendships with their peers were sometimes subjected to the impact of common hostility towards bosses, added meaning to their working lives and offered them a protection against management. Therefore, the group's pressure often represented a greater impact to improve worker productivity than management demands. Thus, Mayo was of the opinion that the concept of social man (driven by social needs, willing to reward relationships at work and more sensitive to pressures of the working group than administrative control) was a necessary complement to the old concept of rational people driven by their personal economic needs. By emphasizing social needs, the human relations movement has developed the classic point of view that accepts productivity as almost just an engineering problem. In a way, Mayo redi discovered Robert Owen's old principle that a real interest in workers, vital machines as Owen put it, would pay dividends. In addition, these researchers emphasize the importance of executive style and thus revolutionize the training of managers. In contrast to technical skills, more and more focus has been on the teaching of management skills. Finally, his work was reborn into interest in group dynamics. Managers began to consider the group's processes and rewards to complement their earlier focus on the individual. Structuralist-Bureaucratic School Structuralist-bureaucratic school analyzes the relations of organizations with the social system around them; examines context changes and effects in the organization; it also examines official and informal groups within organizations and how context affects them. The main heroes of this school are Ralf Dahrendorf,[15] and Amitai Etzioni. The structuralist school is those those that are designed to balance the company's resources, lend money to both its structure and human resources, and address aspects such as correspondence between the official and informal organization. On the late 1950s, the theory of human relations - typically democratic and American experience - was declining. The first systematic attempt at behavioral science, with a humanist philosophy, about human participation in the organization, has brought a deep redession in management. On the one hand, he struggled with the deeply classical theory. On the other hand he did not provide the basis between classical theory and the theory of human relations, and he created a deadlock within the administration that the same theory of bureaucracy was not in a position to overcome. The Abraham Maslow Administration wrote about behavioral (psychological) school, Douglas McGregor and Frederick Herzberg, among others, about the personal overcoming of individuals. His work has revealed new concepts of the possibility of ordering relationships for the benefit of organizations. In addition, he determined that people instantly intend to get more than just reward or pleasure. Because people had complex lifestyles, then why should this complexity of relationships in the organization be supported. According to Maslow, the needs people want to meet are pyramids. Material and safety needs are at the heart of the pyramid, and ego needs (e.g. the need for respect) and needs for self-realization (such as the need for personal development and meaning) are at their peak. McGregor was another angle of the complex person's concept. He distinguished two alternative basic hypotheses about people and their position at work. He called these two hypothesis theories X and y theory. Herzberg, on the other hand, revealed different factors and factors that motivated, motivated or motivated the human factor within the organization. That everything that is going on in the company will motivate him depending on the individual and how he feels; However, rules, organizational policies, wages, anything that imposes among others, will not motivate it but if it does not exist, it can make it more un-motivated. Hierarchy of Needs Theory Called the Maslow Pyramid, or Hierarchy of Human Needs, is a psychological theory put forward and later expanded in Abraham Maslow's 1943 work A Theory of Human Motivation. Maslow formulate a hierarchy of human needs in his theory and argues that while the most basic needs (the lower part of the pyramid) are met, people develop higher needs and desires (the upper part of the pyramid). Frederick Herzberg formulated the theory of two factors, the so-called theory of two factors, to better explain people's behavior in business situations. This author raises two assets it drives people's behavior. Satisfaction is mainly the result of motivational factors; and dissatisfaction is mainly the result of hygiene factors. Motivational factors have little effect on inefficiency. On the other hand, if hygiene factors are incomplete or inadequate, they cause dissatisfaction, but their presence has little effect on long-term satisfaction. Theory X and Theory Y Douglas McGregor, in his work The Human Side of Organizations (1960), describe two form of thinking in executives he called Theory X and Theory Y. These are two opposite theories: First, managers think workers are only acting under threat, while in the second managers rely on the principle that people want and should work. In the 1960s, in the United States, a group of social scientists developed a study highlighting the planned development of organizations: organizational development (b.o. abbreviated). Since then, some behavioral sciences experts, especially those who serve as consultants to organizations, have been written about it. The issue has been understood in various ways by numerous authors and there is no well-defined general consensus on what organizational development is. [16] Organization theory theory of organizations or theory of organizations is centrally thirational to explore the limits of human rationality. Part of the so-called administrative man[17] defines the entity that acts with relative rationality and wants to achieve satisfactory results, and acts rationally, and the so-called economic man, who wants to maximize profits, separates him. James March and Herbert Simon conducted a study in the late 1950s and revealed hundreds of rates of behavior patterns, particularly in regard to communication in organizations. The impact on the development of later administrative theory has been very important and lasting for scientific research. One of its biggest contributions was decision theory. The Systematic School of Management of The School of Systemic Management brings together management's systematic school cybernetics, management's mathematical theory, possibilities and system theory, and is represented by authors such as Norbert Wiener, John von Neumann, Ludwig von Bertalanffy, Daniel Katz, Robert L. Kahn and Stanford L. Optner. Systematic school proposes a new way to analyze the organization by noticing the importance of the institution. to achieve the goal entirely between the parties. [18] The administration's mathematical theory states that decision-making is a process and can therefore be translated into mathematical formulas; mathematical models applied to the resolution of administrative problems. This school is divided into two cokes: Norbert Wiener's cybernetics and Arturo Rosenbluth Stearns, operational researchers with mathematical models of system dynamics, mathematical models of linear programming, tail theory, can be applied among others. System Theory Systems theory, or general system theory (TGS), was developed during the Cold War and is an interdisciplinary study effort aimed at finding common characteristics for systems, beings presented at all levels of reality but traditionally the subject of different academic disciplines. In the statement attributed to the implementation of the application, in the 20th century, the 20th century was the most difficult of the 20th century. Organizations as a system: The organization is a sociotechnical system that is a society and is in a broader system in which it interacts in mutual influence. It can also be defined as a social system that develops activities by applying resources to certain common values, consisting of individuals and working groups that respond to a particular structure and partially controls them. The decision-making school notes that administrative conduct is conducted with a decision; managers need to know how to make decisions and exactly how to make them through logical processes. Among its main authors, he tells Harvard's Howard Raiffa: The situational school, also called the situational or emergency school Emergency school, is an approach that suggests that the administrator is affected by the situation and the circumstances surrounding it, but this can also affect these situations with the administrative decision he makes. Writers such as Hall, Harold Koontz and Wehrlich stand out. Public Administration is the city's system of unequivocal boundaries that covers all communications with the public administration and seeks public institutions that perform the administrative and administrative function of the state and other public legal entities with legal entities, whether regional or local. Charles-Jean Baptiste Bonnin is the founding father of the science of public administration. A great political and intellectual activity follows from Bonnin's written work. Thought movements arising from 1990 According to Strategic Volatility and Henry Mintzberg in the 1990s, there are two approaches: a regulatory one that suggests a method for developing a strategy, designed by experts and then put into practice by workers; on the other hand, the descriptive approach expresses how strategies are created or created, and assumes that the formulation and implementation stages interact and are re-created. Companies do not intentionally create their strategies, they do not result from their activities. [19] The pioneers of this discipline were Peter Drucker, who expressed strategic thinking with simple questions: What is our job? Where do we want to be? Therefore, define what (diagnosis) you want to achieve and the paths you can reach (how). The other pioneer was Igor Ansoff, who developed a series of strategies for conquering new markets (Ansoff's matrix). Another important author is Michael Porter, competitive strategies (Porter's generic strategies) and matrices of industrial analysis, porter analysis five forces, value chain, the theory Z theory, also called Japanese school, became popular during the economic boom and was developed by the company dealing with increasing employee appropriations and love , through a lifetime of work, with a great emphasis on the well-being of the employee, both inside and outside his business. According to Dr William Ouchi, his main proponent, the management of Z theory tends to promote fixed jobs, high efficiency and high employee satisfaction and morale. Constraints Theory (TOC) is the 6th fastest growing company in 1982 as an entrepreneur in the software industry and according to its company Inc. Magazine. He began to develop his research and theory in the form of a novel, the bestselling La meta. In this book, Eliyahu shows the essence of goldratt theory. Develops fun in the environment of a production company doomed to liquidation; His agent, Alex Rogo, has three months to restore the company's profitability and company's stability in his family. The essence of constraint theory is based on five ordeal application points: Define system constraints. Decide how to exploit them. Make everything bow to the previous decision. Overcome system constraint (increase capacity). If a constraint is broken, go back to step (1), but the inerteer does not allow. Total Quality William Edwards Deming, Total Quality Management Concept Diffuser (TQM) is a management strategy aimed at creating quality awareness in all organizational processes. TKY is widely used in manufacturing, education, government and service sectors. This is called 'total' because it concerns the organization of the globally accepted company and

the people who work there. Hammer and Champy describe process re-engineering as a fundamental redefinition and radical redesign of business processes to achieve significant improvements in performance measures such as cost, quality, service and speed. [20] It is therefore a fundamental reconception and a whole vision of an organization. Questions like: why are we doing what we do? And why are we doing this the way we do? internalizing the basics of business processes. The process re-engineering is radical to some extent, because it wants to get to the root of things, not only about improving processes, but also about rediscovering them to create strange competitive advantages based on technological advances. The theory of Excellence The concept of organizational excellence emerged as a conceptual and strategic field in management science in the 1980s, which is closely linked, characterized by the influence of three new theoretical models of management. The first was the Japanese miracle and the focus on quality (Shigeru Kobayashi, 1972, and William Ouchi, since 1982). The second, largely derived from the previous one, was the excellence of Peters and Waterman successful bestseller (1984) organizations. Third, the focused is on suggestions from organizational culture scholars such as Eva Kras (1990). In this context, according to J. L. Pariente (1993), attempts to create a general theory of organizations are gradually constitutive to a macro-level perspective as sociocultural entities in which administrative processes operate. The theory of organizations, like any scientific theory, is threatening a body of knowledge of universal validity. Universality, which, like all other scientific suggestions, emerges by relying on the theory, on a paradigm or frame of reference, with a paradigm or reference framework consisting of both external and internal and external variables of organizations and their environments. Therefore External variables are consistent with their own exceptions for establishing a functional relationship between technology and culture, whether structural or process, with the internal variables of the organization. Management Benefits Management provides more efficient use of resources using different techniques or tools. The main benefits are: It promotes human effort: Being able to focus on the objectives of each task contributes to increasing activity at work. It allows to measure the performance of the organization. Generates information and information to optimize resource usage. Reduces costs by promoting the efficiency of the organization. It ensures sustainable growth. [21] Features of universality management. The administrative phenomenon occurs where everywhere a social body exists, it is the general decision-making process aimed at achieving organizational objectives effectively and efficiently through planning, organization, personnel integration, management (leadership) and control. Management is given for the state, the army, the company, educational institutions, a religious society, etc. And in all these management classes, the basic elements will be the same, even if they logically have accidental variants. It can be said that management is universal because it can be applied in all kinds of social bodies and all existing political systems. Specificity. Although the administration is always accompanied by other cases of a different nature, the administrative phenomenon is special and differs from the cases it accompanies. You can be a great production engineer and a terrible manager. Management has certain features that do not allow us to confuse it with another science or technique. It is the Temporary Unit that the administration is supported by other science and techniques, has its own characteristics that provide its unique character, that is, is not confused with other disciplines. Although the stages, stages and elements of the administrative phenomenon are distinguished, this is unique, and therefore, in the life of a company always, to a greater or lesser degree, all or most of the administrative elements are involved. Therefore, when making plans, hierarchical unit is not required to command, control, organize, etc. They all have a head character in a social institution, they participate in different degrees and methods of the same administration. Thus, in a company, they form a single administrative body, from the general manager to the last butler. Instrumental value. Governing is a means of reaching an end, so to effectively achieve the goals set in order to get social institutions. Exercise amplification. It applies at all levels of an official body, such as interdisciplinaryism such as presidents, directors, auditors, housewife, etc. Management benefits from the principles, processes, procedures and methods of other business productivity related sciences. It is related to mathematics, statistics, law, economics, accounting, sociology, psychology, philosophy, anthropology, political science. Flexibility. Administrative principles and techniques can be adapted to the different needs of the company or social group. The Administrative Process Administration can also be seen as a process. According to Don Henry Fayol, this process consists of basic functions: planning, organization, management, coordination, control. Planning: Procedure for creating an appropriate course of action, which is necessary to achieve the objectives. Organization: The process of engaging two or more people who work together in a structured way to achieve a specific goal or goal. Address: The function of managing and affecting the activities of members of an entire group or organization regarding a task. Managers help management see that people can meet their own needs and use their potential by contributing to a company's goals. Coordination: Integration of the activities of independent parts of an organization in order to achieve the selected objectives. Audit: The process to make sure that actual activities are set to planned activities. The process occurs at the same time. At another time, the administrator performs these functions at the same time. Detailed functions or operations are not independent, but are fully interrelated. When an organization develops a plan, it is required to sort its structure to execute it. After execution (or perhaps at the same time) it is checked that the reality of the company does not deviate from planning, or that if it does so, it tries to understand the reasons for such a departure. Finally, a correction will be born from the audit performed in the planning, which improves the process. The role of the manager There are many aspects of the executive profession: depending on the level at which it is located, it is required to live with daily uncertainty at the routine and operational level or with the control of planning, organization, direction and moderate departmental or departmental activities, even with the decision-making process at the corporate level, aimed at the external environment that the company plans to serve. More managers will be so prepared to take action at the operational level of the company if they know or learn how tasks will be executed. The more you worry about developing concepts, the more prepared you are to take action at the corporate level of the company. An administrator should know how to prepare an expense budget, estimate sales, how to create an organization chart, how to create a flowchart, how to interpret the balance sheet, how production planning and control is developed, etc., because this information is valuable for management, but the most important and fundamental thing is to know how to use them and under what conditions they will be applied appropriately. The standouts managers of the administration are the university career, which gives them a bachelor's degree in business administration. The Field of Application Manager is the organizer of material, financial and human resources. Examining management will allow you to identify, prevent and correct the skills and knowledge you have developed, errors in people's business planning. As a manager, you can help people do things better and be more effective in their work. As an independent entrepreneur, the manager's field of work covers all Human, Public and Private Organizations, Consulting Firms, consultancy and services. A good manager should know all administrative schools without underestimating the fact that he informs and communicates with his subordinations, since coordination of the wills of ideas and actions is achieved only when the components help achieve a common end, in order to implement what best suits the needs of the organization in which he works. In cases where there are conflicts or mismatches between workgroup members, efforts can deviate from the main goal. Professional Management CEO Human Resources Management Management or Production Management Strategic Direction Marketing Management Planning and Budget Management Financial Markets Administrative audit, risks and business processes see also Portal: Economics. Economics-related content. 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