

## THE 6 FUNCTIONS OF MANAGEMENT

The Manager's role is to achieve results through other people.

The six core functions of management are:



Most Managers have tasks which call for the Manager to do something which is not strictly managing, but doing. Whilst there is nothing wrong or unusual about this aspect of a Manager's role it is, none the less, distinct from **Managing** the six core areas listed above.

## MANAGEMENT RESPONSIBILITIES

Managers are employed to get a job done through the efforts of individuals working as a team.

Thus the manager is responsible for planning the necessary actions to achieve the task, building the team and developing the individuals.

All group members share responsibility for the three areas but the manager is accountable for all three.

### **The Task**

The manager must ensure that the team is going to accomplish the task and the team members must feel that their manager will enable them to do this.

Teams where the manager does not control the "task" become demoralised and frustrated as it becomes evident that they are not achieving the team's goals.

### **Your responsibilities as a manager for **Achieving the Task** are:**

- To identify the aims and vision for the group, its purpose and direction – to define the activities (the tasks)
- To identify resources, people, processes, systems and tools (including financials, communications, IT)
- To create the plan to achieve the task - deliverables, measures, timescales, strategy and tactics
- To establish responsibilities, objectives, accountabilities and measures
- To set standards – quantity, quality, time - and reporting parameters
- To control and maintain activities against parameters
- To monitor and maintain overall performance against plan
- To report on progress towards the group's aim
- To review, re-assess, adjust plan, methods and targets as necessary