***Chapter 01***

***The Management Process Today***

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**Learning Objectives**

**LO 1-1. *Describe what management is, why management is important, what managers do, and how managers use organizational resources efficiently and effectively to achieve organizational goals.***

**LO 1-2. *Distinguish among planning, organizing, leading and controlling (the four principal managerial tasks), and explain how managers’ ability to handle each one affects organizational performance.***

**LO 1-3.*****Differentiate among three levels of management and understand the tasks and responsibilities of managers at different levels in the organizational hierarchy.***

**LO 1-4.** ***Distinguish among three kinds of managerial skill, and explain why mangers are divided into different departments to perform their task more efficiently and effectively.***

**LO 1-5. *Discuss some major changes in management practices today that have occurred as a result of globalization and the use of advanced information technology (IT).***

**LO 1-6. *Discuss the principal challenges managers face in today’s increasingly competitive global environment.***

**Key Definitions/Terms**

**competitive advantage**: The ability of one organization to outperform other organizations because it produces the desired goods or services more efficiently and effectively than they do.

**conceptual skills:** The ability to analyze and diagnose a situation and to distinguish between cause and effect.

**controlling:** Evaluating how well an organization is achieving its goals and taking action to maintain or improve performance; one of the four principal tasks of management.

**core competency**: The specific set of departmental skills, knowledge and experience that allows one organization to outperform another.

**department**: A group of people who work together and possess similar skills or use the same knowledge, tools, or techniques to perform their jobs.

**effectiveness:** A measure of the appropriateness of the goals an organization is pursuing and of the degree to which the organization achieves those goals.

**efficiency:** measure of how well or productively resources are used to achieve a goal.

**empowerment:** The expansion of employees’ knowledge, tasks, and decision-making responsibilities.

**first-line manager:** A manager who is responsible for the daily supervision of non-managerial employees.

**global organizations**: Organizations that operate and compete in more than one country.

**human skills:** The ability to understand, alter, lead and control the behavior of other individuals and groups.

**innovation:** The process of creating new or improved goods and services or developing better ways to produce or provide them.

**leading:** Articulating a clear vision and energizing and enabling organizational members so that they understand the part they play in achieving organizational goals; one of the four principal tasks of management.

**management:** The planning, organizing, leading and controlling of human and other resources to achieve a organizational goals efficiently and effectively.

**middle manager:** A manager who supervises first-line managers and is responsible for finding the best way to use resources to achieve organizational goals.

**organizational performance:** A measure of how efficiently and effectively a manager uses resources to satisfy customers and achieve organizational goals.

**organizational structure:** A formal system of task and reporting relationships that coordinates and motivates organizational members so they work together to achieve organizational goals.

**organizations:** Collections of people who work together and coordinate their actions to achieve a wide variety of goals or desired future outcomes.

**organizing:** Structuring working relationships in a way that allows organizational members to work together to achieve organizational goals; one of the four principal tasks of management.

**outsourcing:** Contracting with another company, usually abroad, to have it perform an activity the organization previously performed itself.

**planning:** Identifying and selecting appropriate goals; one of the four principal tasks of management.

**restructuring:** Downsizing an organization by eliminating the jobs of large numbers of top, middle, and first-line managers, and non-managerial employees.

**self-managed teams**: A group of employees who assume responsibility for organizing, controlling and supervising their own activities and monitoring the quality of the goods and services they provide.

**strategy**: A cluster of decisions about what goals to pursue, what actions to take and how to use resources to achieve goals.

**technical skills:** The job-specific knowledge and techniques required to perform an organizational role.

**top manager:** A manager who establishes organizational goals, decides how departments should interact, and monitors the performance of middle managers.

**top management team:** A group composed of the CEO, the COO, and the vice presidents of the most important departments.

**turnaround management:** The creation of a new vision for a struggling company based on a new approach to planning and organizing to make better use of a company’s resources to allow it to survive and prosper.

**Chapter Overview**

Chapter 1 examines what management is, including what mangers do, and how they use resources to achieve organizational goals. The chapter highlights the four main functions of management (planning, organizing, leading and controlling) as well as exploring the levels of management (first line, middle and top) as well as the importance of three types of managerial skills (conceptual, human and technical). The chapter concludes with a discussion of the major changes and challenges brought forth by increased globalization and advancement in information technology and competition faced by managers today.

**Lecture Outline**

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| **NOTE ABOUT INSTRUCTOR’S POWERPOINT SLIDES**  The Instructor PowerPoint Slides include most Student PowerPoint slides, along with additional material that can be used to expand the lecture. Images of the Instructor PowerPoint slides can be found at the end of this chapter on page 1-30. | **BASIC powerpoint slide 1**  **(Instructor’s POWERPOINT SLIDE 1)**  **Chapter Title** |

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| **Management Snapshot (pp. 3-4 of text)**  ***Alcon Entertainment Hits the Mark***  *How does management adapt to changing technologies?*  Scott Parish is the chief financial officer and chief operating officer of Alcon Entertainment, an entertainment production company based in Los Angeles. He began in the film industry working at an administrative job, which enabled him to learn about the craft. Over the years, he rose in management until he became a member of Alcon’s top team. He is credited with helping Alcon develop from a boutique film company into a large production facility that creates films, television shows, and music.  Parish and Alcon’s leadership team often take years to develop a film project from inception to completion. During this process, Parish must obtain funding for projects that can cost from $40 million to $80 million. After securing funding, Parish builds the teams for producing and marketing the project. Many difficulties need to be addressed, including balancing the needs of Hollywood superstars with the interests of the company. In addition to developing film projects, Parish is helping lead Alcon in an industry—the entertainment business—that is being transformed by technological change. The company is providing more content digitally, yet the ease of transferring digital content has made digital piracy more prevalent. Alcon's approach to dealing with this managerial problem has been to attempt to mitigate the distribution and use of pirated content. High-level managers like Parish must help their companies create profit in rapidly changing circumstances, and to do so they need to be able to represent the interests of their organizations to the public and to external stakeholders. |

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| |  | | --- | | **I. What Is Management?**  1. Managers operate within an **organization**, a collection of people who work together and coordinate their actions to achieve a wide variety of goals or desired future outcomes.  2. **Management** is the planning, organizing, leading and controlling of human and other resources to achieve organizational goals effectively and efficiency | | A. **Achieving High Performance: A Manager’s Goal**  1. **Organizational performance** is a measure of how effectively and efficiently a manger uses resources to satisfy customers and reach organizational goals.  a. **Efficiency** measures how well or how productively resources are used to achieve a goal.  b. **Effectiveness** measures the appropriateness of the goals an organization is pursuing and the degree to which the organization is achieving those goals. | | B. **Why Study Management?**  1. Managers understand the complexity of modern work, respond to environmental contingencies, and make decisions that are ethical and effective.  2. Studying management helps a person avoid the mistakes made by managers in the past.  3. Students of management have the potential to compete successfully for interesting and well-paying jobs. | | B. **Organizing**  1. **Organizing** is structuring working relationships in a way that allows organizational members to work together to achieve organizational goals. | | 2. **Organizational structure** is the formal system of task and reporting relationships that coordinates and motivates organizational members so they work together to achieve organizational goals. | | C. **Leading**  1. **Leading** is articulating a clear vision and energizing and enabling organizational members so they understand the part they play in achieving organizational goals.  2. Leadership involves managers using their power, personality, influence, persuasion, and communication skills to coordinate people and groups so their activities and efforts are in harmony. | | D. **Controlling**  1. **Controlling** is evaluating how well an organization is achieving its goals and taking action to maintain or improve performance.  2. The desired outcome of the control function of management is the ability to measure performance and regulate organizational efficiency and effectiveness. | | **III. Levels and Skills of Managers**  A **department** is a group of people who work together and possess similar skills or use the same knowledge, tools, or techniques to perform their jobs.  A. **Levels of management**  1. **First-line managers**: Responsible for daily supervision of non-managerial employees; also called supervisors.  2. **Middle managers**: Supervise the first-line managers and are responsible for finding the best way to organize human and other resources to achieve organizational goals.  3. **Top managers**: Responsible for the performance of all departments and ultimately responsible for the success or failure of an organization. | | a. The CEO, or Chief Executive Officer, is a company’s most senior manager, the highest in the organizational hierarchy  b. The COO, or the Chief Operating Officer, is a top manager who is being groomed to take over as CEO when the CEO leaves the company.  c. The **top management team** is a group composed of the CEO, the COO, and the vice presidents most responsible for achieving organizational goals. | | B. **Managerial skills**  1. Education and experience help managers acquire the three types of skills required to be a successful manager.  a. **Conceptual skills** are demonstrated in the ability to analyze and diagnose a situation and to distinguish between cause and effect. Top managers require outstanding conceptual skills because their primary responsibilities are planning and organizing  b. **Human skills** are the ability to understand, alter, lead and control the behavior of other individuals and groups as well as the ability to communicate, coordinate and motivate people into a cohesive team.  c. **Technical skills** are the job specific knowledge and techniques required to perform a particular type of work or occupation at a high level. The technical skills required by managers are dependent upon their position within the organization.  2. **Core competency** is a specific set of departmental skills, knowledge and experience that allows one organization to outperform its competitors.  3. Core competency gives an organization its competitive advantage, or the skill, knowledge, and experience that make an organization outperform other organizations. | | 4. Effective managers need all three types of skills (conceptual, human, andtechnical) to help their organization perform more efficiently and effectively. | | **IV.** **Recent Changes in Management Practices**  A. **Restructuring and Outsourcing**  Due to increased global competition and advances in information technology (IT) the tasks and responsibilities of managers have changed through restructuring and outsourcing to reduce the number of employees on the payroll and make more productive use of the remaining workforce.  1. **Restructuring** is the simplifying, shrinking, or downsizing an organization’s operation to lower operating costs.  a. Restructuring can be done by eliminating product teams, shrinking departments, and reducing levels of the hierarchy.  b. IT makes it possible for fewer employees to perform a particular work task.    2. **Outsourcing** involves contracting with another company usually in a low-cost country abroad, to have it perform a work activity the organization previously performed itself.  a. Outsourcing increases efficiency through lowering operating costs.  b. Low cost global competition has speeded up outsourcing in the 21st century.  3. Restructuring and outsourcing have created a decrease of 10-20% in the number of employees in today’s large (for profit) organizations. The argument is that the managers and employees who have lost their jobs will find employment in new and growing U.S. companies where their skills and experience will be better utilized. | | B. **Empowerment and Self-Managed Teams**  1. **Empowerment** is a management technique that gives employees more authority and responsibility over the way they perform their work activities.  2. Lower-level employee empowerment and movement towards self-managed teams is a strategy to increase efficiency and effectiveness. A **self-managed team** is a group of employees who assume collective responsibility for organizing, controlling and supervising their own work activities  3. Increased IT efficiency has fostered employee empowerment because it expands an employee’s job knowledge and increases the scope of an employee's job responsibilities. | | **V. Challenges for Management in a Global Environment**  **Global organizations** are organizations that operate and compete in more than one country. In order to remain competitive in a global environment managers must face five major challenges:  a. building a competitive advantage  b. maintaining ethical standards  c. managing a diverse work force  d. utilizing new information systems and technologies  e. practicing global crisis management | | **A. Building a competitive advantage**  1. A **competitive advantage** is the ability of one organization to outperform other organizations because it produces desired goods or services more efficiently and effectively than its competitors.  2. The four building blocks of competitive advantage are superior efficiency, quality, innovation, and responsiveness to customers.  a. Organizations increase efficiency when they reduce the quantity of resources (such as people and raw materials) they use to produce goods and services.  b. Increased pressure by global organizations has led to a thrust to improved quality through total quality management or TQM . | | c. Companies can win or lose the competitive race depending on their speed and flexibility.  i. Speed is how quickly an organization can bring a new product to market.  ii. Flexibility is how easily an organization can change or alter the way an activity is performed in response to competition  d.Innovation is the process of creating new or improved goods and services that customers want or developing better ways to produce or provide goods and services.  d.Becausethe competition for customers is intense, the need for organizations to train employees to be responsive to the needs of their customers is vital.  3**. Turnaround Management** is the creation of a new vision for a struggling company using a new approach to planning and organizing to make a better use of the company’s resources. An organization often needs turnaround management because of poor management for a continuing period or because a competitor has introduced a new product or technology that is more attractive to customers. | | **B.** **Maintaining Ethical and Socially Responsible Standards**  1. Pressure for a manager to increase organizational performance exists at all levels.  a. Pressure can be healthy as it creates the motivation to find more effective and efficient methods to perform planning, organizing, leading and controlling.  b. Too much pressure, however, can induce managers to behave unethically towards others.  2. Social responsibility centers on deciding what if any obligations a company has towards the people and groups affected by its activities such as employees, customers and its surrounding community. | | **C. Managing a Diverse Workforce**  1. The challenge for managers is to recognize the ethical need and legal requirement to treat human resources in a fair and equitable manner.  2. Today the age, gender, race, ethnicity, religion, sexual preference, and socioeconomic composition of the workforce presents new challenges for managers.  3. To create a highly trained and motivate workforce, and to avoid lawsuits, human resource management (HRM) procedures and practices that are legal and fair must be put into place.  4. Managers who value their diverse employees succeed best in promoting performance over the long run  5. Diverse human resources can be used as a competitive advantage | | **D. Utilizing IT and E-Commerce**  1. An important challenge for managers is to continually utilize efficient and effective new IT that can link and enable managers and employees to better perform their jobs—whatever their level in the organization.  2. New information technology (IT) has enabled individual employees and self-managed teams by providing them with more information and allowing for virtual interactions.  3. IT superiority is a potential competitive advantage. | | |  | | --- | | **LO 1**-**1: *Describe what management is, why management is important, what managers do, and how managers utilize organizational resources efficiently and efficiently and effectively to achieve organizational goals***. | | **POWERPOINT SLIDEs 1-4 to 1-10** | | **LO 1**-**2:** ***Distinguish among planning, organizing, leading and controlling (the four principal managerial tasks), and explain how managers’ ability to handle each one affects organizational performance*** | | **POWERPOINT SLIDEs 1-11 to 1-19** | | **TEXT REFERENCE**    **Manager as a Person: *Dennis Corsi Helps Airports Take Off***  An estimated 87,000 flights operate daily in U.S. skies. A large amount of work is required to plan, develop, and operate airport systems that can handle this number of flights. Dennis Corsi is president of Armstrong Consultants, a Colorado-based firm that plans and develops airports. Corsi’s experience, knowledge, and managerial talent have helped him become a leader in this field.  Armstrong Consultants helps airports plan, engineer, and construct facilities that meet the needs of their customers. Various planes have different landing, takeoff, and taxiing requirements. For example, large jet airliners need paved runways more than a mile long. Armstrong offers the right mix of facilities to meet these needs.  Corsi also helps clients coordinate with local, state, and federal agencies to comply with complex regulations. He works hard to stay ahead of the technology curve, refining his expertise to provide valued insight to clients.  The process of airport planning and engineering is challenging. Airports must obtain funding and environmental clearances. To help airports with this daunting process, Armstrong retains a staff of engineers, planners, environmental specialists, and construction managers. Corsi and staff must be able to understand the complexities of each of these functional areas and coordinate their activities for multiple clients at once. *(pp.8-9)* | | **LO 1**-**3: *Differentiate among three levels of management and understand the tasks and responsibilities of managers at different levels in the organizational hierarchy.*** | | **POWERPOINT SLIDEs 1-20 to 1-28** | | **LO 1**-**4**: ***Distinguish among three kinds of managerial skill, and explain why mangers are divided into different departments to perform their tasks more efficiently and effectively.*** | | **POWERPOINT SLIDEs 1-29 to 1-30** | | **LO 1**-**5: *Discuss some major changes in management practices today that have occurred as a result of globalization and the use of advanced information technology (IT).*** | | **POWERPOINT SLIDEs 1-31 to 1-34** | | **TEXT REFERENCE**  **MANAGING GLOBALLY: *GE Brings Manufacturing Jobs Back Home***  After decades of outsourcing,, GE decided to reverse this trend and began a policy of insourcing. The story of this about-face illustrates a recent trend in U.S. manufacturing: bringing jobs back from overseas.  GE once had a huge manufacturing center called Appliance Park that employed 23,000 workers and produced more than 60,000 appliances a week. However, as was the case with many businesses, Appliance Park could not sustain this growth. In the 1980s, GE began to outsource jobs, thereby reducing the workforce to 1,850 employees by 2011.  Over the past several years, however, several factors have brought jobs back to U.S. shores. First, high energy prices abroad made shipping products produced overseas expensive. Second, increasing wage rates and stronger currencies in some countries, such as China, made labor less competitive compared with U.S. wage rates. Third, many states have enacted regulations that are more “business friendly,” further reducing costs. Finally, the U.S. workforce has continued to increase its productivity.  In GE’s case, the reason to bring jobs to American soil concerns innovation. Smarter versions of appliances are in greater demand, and it no longer makes financial sense to set up operations overseas when products have shorter life cycles.  GE and many other companies are finding that keeping everything in house under one roof, rather than in different locations far away from each other, ensures the highest-quality product and the conditions to foster innovation. *(pp 18-19 )*  **LO 1**-**6:** ***Discuss the principal challenges managers face in today’s increasingly competitive global environment*** | | **POWERPOINT SLIDEs 1-35 to 1-40** | | **TEXT REFERENCE**  **ETHICS IN ACTION: *Apple Demands Quality from Its Suppliers***  Apple coordinates with suppliers around the globe. Many of these suppliers have standards of work that differ significantly from Western expectations, including the use of child labor, work weeks exceeding 60 hours, and work environments that are physically and psychologically crippling.  Apple came under fire for not carefully monitoring work conditions at supplier factories in other parts of the world. Many complaints about sex discrimination, long work hours, and the mining of resources in politically unstable nations surfaced.  In response, Apple stepped up its supplier compliance and monitoring efforts. Each year, the company publishes an annual Report of Supplier Responsibility that is available to the public. This report lists the extensive measures Apple is taking to ensure that workers throughout its supply chain are treated fairly and safely. Apple is also monitoring environmental conditions to ensure that suppliers support good health for their employees.Suppliers who fail to meet Apple’s standards risk the loss of its business.  The 2014 report showed significant improvement in many areas. The company reported that 95% of supplier factories adhere to a work week of less than 60 hours and none of its suppliers mined for minerals in war-zone countries. In addition, Apple started its own Clean Water Program. *(pp. 24-25)* | | **POWERPOINT SLIDEs 1-41 to 1-45** | |  | |
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**LECTURE ENHANCERS**

***Lecture Enhancer 1.1***

WHY COMPANIES FAIL

CEOs often attempt to explain poor corporate performance with external environmental factors outside of their control, such as a bad economy, market turbulence, or competitive subterfuge. A close study of corporate failure, however, suggests that most companies flounder because of managerial error, according to a recent article in Fortune Magazine. By failure, the article’s authors are referring to any type of dramatic fall from grace, which may or may not result in bankruptcy. Often these failures are years in the making and are unique to the company’s own industry and culture. Below is a list of some of the mistakes made by corporate leaders that often lead to the downfall of their organizations.

1. *Softened by Success*: A number of studies show that people are less likely to make optimal decisions after prolonged periods of success. NASA, Enron, Lucent, and WorldCom all had reached the mountaintop before they ran into trouble.
2. *See No Evil*: Author Jim Collins says that a litmus test of greatness within a company is its willingness to confront brutal facts head-on instead of trying to explain them away. Andy Grove and Gordon Moore of Intel passed this test. While watching their competitors change memory chips into a cheap commodity, they made the decision exit the chip business and enter the microprocessor business. However, Polaroid and Xerox failed. Both were slow to confront the changing world around them and face the fact that their business models were no longer sustainable.
3. *Fearing the Boss More Than the Competition*: Sometimes CEOs don’t get the information they need because their subordinates are afraid to tell them the truth. Although it may not be CEOs intent, sometimes a subtle signal, such as sour expression or curt response, can signal that bad news is not welcome. An example is Samsung Chairman Lee Kun Hee’s 1997 decision to take the company into the automobile business. Knowing that this industry was crowded and plagued with overcapacity, many of Samsung’s top managers silently opposed this decision but were unwilling to confront their forceful leader. Samsung Motors after its first year of production.
4. *Listening to Wall Street more than to employees*: During the late 1990’s, Lucent’s CEO was delivering the top-line growth that Wall Street wanted, and in return, Wall Street lavished the company with attention. But as McGinn continued to perform for investors, he failed to listen to his own scientists, who feared the company was missing out on an important new technology, and his own salespeople, who realized that sales targets were becoming increasingly unrealistic.
5. *Strategy Du Jour*: When companies run into trouble, the desire for a quick fix can become overwhelming. The frequent result is illustrated by a description of A&P by author Jim Collins. “A&P vacillated, shifting from one strategy to another, always looking for a single stroke to quickly solve its problems. It held pep rallies, launched programs, grabbed fads, fired CEOs, hired CEOs, and hired them again.” Lurching from one silver bullet solution to another, the company never gained any traction.

Taken from the *Why Companies Fail*, by Ram Charan and Jerry Useem, published in the May 27, 2002 issue of Fortune Magazine.

## Lecture Enhancer 1.2

## WHY GOOD EMPLOYEES CAN BE BAD MANAGERS

You have a good employee, a hard worker, technically proficient. You promote him and it turns out to be a bad decision. You have promoted your best technical employee, and in the process, lose a good employee and gain a poor manager. How does this happen?

Good technical employees can make good managers, of course, but many do not. Good technical specialists—engineers, accountants, computer gurus, financial analysts, statistical experts—are more likely to have introvert personalities. Introverts prefer to work alone. They revel in painstaking details, meaningful paperwork, tedious activities, and precision. They can focus for hours on extracting meaningful data from mounds of information. The presence of ambiguity and clutter motivates them to find the “perfect solution.”

The traits that make technical experts successful actually get in the way of managing others. The world of the worker encourages them to seek precision and order. By contract, the management role is messy, complicated, and ambiguous. Additionally, the sense of pride and reward for completing a task is missing.

Relationship complexities are more dynamic than task complexities. Management analysis must account for distasteful political elements, egos, pride, insecurities, envy, hurt feelings, and petty conflicts.

To make the successful transition to leadership, technical experts learn to rely more upon their instincts, insights, intuitions, tolerance for human equations, underlying values, and their “feel” for things. Rational analysis is still important; it just is not sufficient.

**MANAGEMENT IN ACTION**

Notes for Topics for Discussion and Action

# Discussion

1. *Describe the difference between efficiency and effectiveness and identify real organizations you think are, or are not, efficient and/or effective.*

An organization’s performance is directly tied to the levels of efficiency and effectiveness exhibited by managers within the organization. Efficiency is described as a measure of how well or productively resources are used to achieve an organizational goal. Efficiency can be increased by minimizing inputs needed to achieve desired outputs. Effectiveness is a measure of the appropriateness of the goals chosen and the degree to which they are achieved. Organizations are more effective when managers choose appropriate goals and then achieve them.

*2. In what ways can managers at each of the three levels of management contribute to organizational efficiency and effectiveness?*

Efficiency is a measure of how well or productively resources are used to achieve a goal. First-line managers can contribute to organizational efficiency by instituting quality control procedures. Production should be monitored to ensure that the goods and services are produced without defects to prevent wasted materials, returned merchandise, and/or unsatisfied customers. The first-line manager should be very familiar with how his or her employees complete their tasks and responsibilities, meeting with them on a regular basis to discuss alternative methods that could save time and materials. Middle managers can contribute to organizational efficiency by finding ways to help first-line manager and employees better utilize resources in order to reduce manufacturing costs or improve the way services are provided to customers. They are responsible for ensuring that employees are properly trained and are equipped with the necessary skills and have access to the most efficient technology and machinery. **Top managers** can contribute to organizational efficiency by ensuring that departments throughout the company are cooperating with each other in the most efficient manner.It is important for them to determine if it is more economical to provide certain resources in-house (such as marketing, legal, accounting) or outsource these functions to external agencies.

*Effectiveness* is a measure of the appropriateness of the goals chosen and the degree to which they are achieved. **First-line managers** can contribute to organizational effectiveness by informing their employees ofthe expectations and goals that are set for them and discuss the best way to fulfill those goals and expectations.In addition, he or she might include the employees in setting appropriate goals that they both feel are obtainable. The first-line manager should periodically give feedback to his or her employees to let them know if they are on the right track in meeting preset goals and expectations. **Middle managers** can contribute to organizational effectiveness by evaluating whether or not the goals that an organization is pursuing are appropriate and for suggesting ways in which they could be changed. **Top managers** can contribute to organizational effectiveness by establishing appropriate organizational goals.They are responsible for deciding which goods and services the company should produce.In addition, they must monitor their middle managers throughout the organization to ensure that they are making the most effective use of their resources to accomplish goals.

3. *Identify an organization that you believe is high performing and one you believe is low performing. Give five reasons why you think the performance levels of the two organizations differ so much.*

(**Note to instructor:**Due to the nature of this question, individual answers may vary widely.Examples of factors affecting performance are listed.)

Organizations that operate at different performance levels (high vs. low performing organizations) may have many different factors affecting their performance:

(1) The high performing organization has managers who interact with and motivate employees, while the low performing organization has managers who are aloof and do not interact with or motivate employees directly, perhaps negatively affecting morale.

(2) The high performing organization has managers who set difficult but achievable goals for their employees.A low performing organization may not set goals, or the ones they do set are vague and difficult to attain.

(3) In a high performing organization, bonuses or rewards are directly tied to the company’s performance.In a low performing organization, bonuses or rewards are tied to other criteria, which may or may not include performance.

(4) High performing organization managers are able to delegate authority, and hold employees responsible for meeting organizational goals.Managers from low performing organizations may not be able to effectively delegate authority or hold employees responsible for achieving goals.

(5) Managers who solicitfeedback from employees on how to manage the organization efficiently and effectively and use this information wisely will likely have a higher performing organization than managers who refuse to listen to their employees’ suggestions for improving organizational performance.

(6) Managers in high performing organizations tend to take a “hands-on” approach to management, for example, visiting a production line and learning the day-to-day operations of an organization.Managers in low performing organizations tend to not take this approach, preferring to hear about problems or situations through indirect communication with employees.

(7) High performing organizations have managers who are able to choose appropriate goals to pursue, decide what courses of action to adopt to attain those goals, and allocate resources to attain those goals.In other words, these managers plan effectively.Low performing organizations may have managers who lack the ability to plan effectively.

(8) Managers in high performing organizations know how to organize, or how to establish relationships within the organization that allows employees to work together toward achieving organizational goals.Managers in low performing organizations may be ineffective in establishing these important relationships within their organization.

(9) Leading involves determining direction, articulating a clear vision for employees to follow, and energizing and enabling employees so they understand the part they play in achieving organizational goals.High performing organizations have effective leaders, while low performing organizations have ineffective leaders who are unable to encourage employees to perform at a high level.

(10) High performing organizations have managers who are proficient at controlling, or evaluating how well the organizations achieve their goals, and are capable of taking corrective action to maintain and improve performance. Low performing organizations may have managers who are unable to evaluate and adapt to changing performance needs.

4. *What are the building blocks of competitive advantage? Why is obtaining a competitive advantage an important to managers?*

The four building blocks of competitive advantage are: 1) increasing efficiency, 2) increasing quality, 3) increasing speed, flexibility and innovation, and 4) responsiveness to customers.

Organizations can increase *efficiency* by reducing the resources they use to produce their goods or services.Organizations can increase the *quality* of the goods and services they produce by implementing monitoring and evaluating procedures to reduce the amount of defective products that transfer to the customer. Organizations can increase *innovation* by encouraging employees to think creatively to create new products or methods of completing tasks.Also, organizations need to take risks to follow through in implementing the best employee ideas.Organizations can increase *responsiveness* *to customers* by providing customer service to address the needs of the customer during and subsequent to their purchase.

Obtaining competitive advantage is an important aspect of management today because organizations exist in a more global environment than ever before.Within most industries, organizations compete with other companies that are able to provide the same goods and services for less money because they utilize resources in other countries, such as human resources in third world or other low labor cost countries where workers are typically paid a third of what American laborers receive.

5. *In what ways do you think managers’ jobs have changed the most over the last 10 years? Why have these changes occurred?*

The roles that managers have to fulfill today are quite different from the ones they have traditionally occupied.Many unique challenges face today's managers, including changes in the workforce, the environment, and organizational cultures themselves.

One of the most intriguing challenges concerns the human resources in organizations.The workforce is becoming increasingly diverse in terms of age, gender, race, ethnicity, religion and socioeconomic background.Managers must find ways to treat people fairly, while at the same time effectively utilizing the different perspectives and contributions that a diversified workforce offers. Managers have been forced to comply with legislation such as the American with Disabilities Act and Affirmative Action which prevent discrimination in the workplace and encourage the hiring of employees from underrepresented groups.

In addition to diversity, managers must now learn to compete on an increasingly global scale. The breakdown of barriers between formerly distinct economies has forced companies to improve performance in order to compete successfully with companies around the world.Managers can learn to keep their competitive advantage by achieving superior efficiency, increasing quality, increasing innovation, and increasing responsiveness to customers.In order to achieve these goals, managers must encourage creativity in finding new ways to use resources efficiently, empower their employees to monitor and evaluate quality, reward risk taking, and encourage employees to provide outstanding customer service.

The nature of a manager’s job has also changed in response to the shift in industry concentration of the United States from manufacturing to a more service oriented emphasis.This has caused a modification in the nature of the work performed and mandated a greater emphasis on personal relations and leadership skills.

In addition, managers need to take advantage of the technological advances that offer opportunities to increase responsiveness to customers, improve quality, facilitate communication, and increase the rate of innovation.Organizations that can harness the power of these new technologies and information systems to increase performance will maintain a competitive advantage in an increasingly complex business environment.

# Action

6. *Choose an organization such as a school or a bank; visit it; then list the different kinds of organizational resources it uses.* *How do managers use these resources to maintain and improve its performance?*

(**Note to instructor:**Due to the nature of this question, individual answers may vary widely. An example of a school is listed.)

In order to provide the best educational environment for its students, George Washington High School makes use of a tremendous amount of organizational resources both from within and outside of the school.From within the school these resources include department heads (e.g., social studies, math, science, English, etc.) that closely manage the teachers in their department; the roster office that handles scheduling; counseling and psychological services that provide testing and guidance for students; the athletic department that provides organized and competitive sports for students to participate; the custodial and maintenance workers that handle the physical needs of the building such as cleaning, heating and repairs; secretaries that help with administration functions; the public address system for communication; computers for teaching andorganizing; financial resources given to them by their school district to purchase books, supplies and equipment; and the cafeteria that provides meals for both students and teachers.

G.W.H.S. also utilizes resources external to the organization, they include parents (i.e., the home and school association), the surrounding community and organizations within the community, the local police department, private organizations and businesses that provide funding, mentorship to students and internships for students.As in most cities and towns, G.W.H.S. falls under the jurisdiction of the local School District whichprovides personnel and other human resource services, administrative support, training, curriculum support, information technology, research, and further facilitates maintenance.The organizational resources obtained from all sources are essential to the successful operations of this school as well as any public or private institution.

7. *Visit an organization and talk to first-line, middle, and top managers about their respective management roles in the organization and what they do to help the organization be efficient and effective.*

(**Note to instructor:**Due to the nature of this question, individual answers may differ widely, though students should address the following points in their answers.)

Managers at various levels within an organization have different but related types of responsibilities for utilizing organizational resources to increase efficiency and effectiveness. First-line managers have the day-to-day responsibility of supervising human resources, the employees or non-managerial employees who actually perform the activities necessary to produce goods and services.Given the knowledge of day-to-day operations that first-line managers have, they are often in good positions to make suggestions to middle managers on how processes can be made more effective and efficient.

Middle managers supervise the first-line managers and have the added responsibility to find the best way to combine human and other resources to achieve organizational goals.Middle managers increase efficiency by finding ways to help first-line managers and employees better utilize resources in order to reduce manufacturing costs, or improving the way services are provided to customers.To increase effectiveness, middle managers are responsible for evaluating whether or not the goals that an organization is pursuing are appropriate and for suggesting ways in which they should be changed.Since achieving these goals efficiently is the main focus, middle managers try to find the best ways to use organizational resources.They also nurture and develop the organizational skills necessary for an organization to be efficient and effective.

Top managers are at the apex of the managerial pyramid.They are responsible for supervising all the departments in an organization, and deciding how the different departments can cooperate and work together to achieve organizational goals. They are ultimately responsible for the success or failure of an organization.Top managers are responsible for establishing appropriate organizational goals and monitoring the performance of each department in achieving those goals. Most of their time is devoted to planning and organizing resources to maintain and improve efficiency and effectiveness, which determine an organization’s long-term performance.

8. *Ask a middle or top manager, perhaps someone you already know to give examples of how he or she performs the management functions of planning, organizing, leading and controlling. How much time does he or she spend in performing each task?*

(**Note to instructor:** Due to the nature of this question, individual answers may differ widely. A sample answer is given here.)

Mark Jayton is a production manager at clothing manufacturing company.In our discussion he informed me that he performs all four management functions in varying degrees.He spends time at the end of each month, quarter and year planningdepart mental budgets, goals, and strategies for the upcoming period.Once these strategic tools are completed, he must disseminate the information to both his superiors and subordinates.He spends time organizing on a weekly basis, when he must determine which project team should work on which production line and in what order the projects should be completed.By organizing he needs to ensure that he is using his human and material resources to their full capacity.Mark spends some time each day leading his employees.He must motivate them to produce quality work and listen to their concerns and problems on a regular basis.Mark performs the controlling function on a constant basis as he monitors the performance of his department at all levels so that he is able to be proactive in dealing with any issues or problems that could arise.

9. *Try to find a cooperative manager who will allow you to follow him or her around for a day. List the roles the manager plays and how much time he or she spends performing them.*

Peter Johnson is a manager of a real-estate office.Performing this job requires Peter to perform many of Mintzberg’s roles that encompass the managerial functions of planning, organizing, leading and controlling organizational resources.Peter acts as a *figurehead*; a person who symbolizes an organization and what it is seeking to achieve.He establishes for his field agents the appropriate ways to behave in an organization with his professional manner and enthusiasm.This role requires constant attention, and is exhibited in his personality and mannerisms.Much of Peter’s time is devoted to acting as a *leader* for his employees, motivating his employees to perform at a higher level by training, counseling, and mentoring them. Another main part of Peter’s job is in the liaison role, linking and coordinating activities of people and groups both inside and outside the organization.

Disseminating information is also an integral part of Peter’s job.By acting as a *monitor*, Peter analyzes information to effectively organize and control resources, while his role as a *disseminator* involves sharing this information with his employees to influence their work and behavior.Finally, Peter does play some decisional roles within his organization, working as a *resource allocator* who decides how to allocate people and other resources, and a *negotiator*, who manages solutions between groups with competing interests.

AACSB: Analytic

AACSB: Reflective Thinking

**BUILDING MANAGEMENT SKILLS**

**Thinking About Managers and Management**

(**Note to instructor:** Due to the nature of these questions, student responses may vary. The following are examples.)

1. *Think of your direct supervisor. Of what department is he or she a member and at what level of management is this person?*

Jonathon Lewis is an audit manager at a large accounting firm.His position is considered middle-management since he reports to the partners of the firm but is responsible for managing the supervisors who closely monitor the staff associates on a day-to-day basis.

2. *How would you characterize your supervisor’s approach to management? For example, which particular management tasks and roles does this person perform most often? What kinds of management skills does the manager have?*

Jonathon performs the four functions of management to different degrees. He is involved in planning when he determines strategies for soliciting customers and recruiting new employees. He also determines which of his supervisors and staff associates would be best suited to work with certain clients. He needs to allocate his staff appropriately so that all of his client needs are met in a timely manner.Jonathon performs the *organizing* function by choosing team members that will work together to achieve the goals that he has set forth for them.He needs to coordinate the efforts of the support staff, such as the tax department, whose services are essential in completing the project. When beginning a new project, Jonathon exercises his *leadership skills* by holding meetings with his entire staff to communicate his goals for the project and delegating responsibilities to appropriate team members.His confident nature coupled with his accounting expertise motivates his team to enthusiastically tackle the challenges that he sets forth for them.He continues to *control* the project by holding weekly meeting with his team to assess the progress and provide the necessary feedback.He reviews the work that they have completed and makes recommendations for any necessary changes.At this point he determines whether his team is on schedule with the budget and if necessary how they can better manage their time.

Jonathon performs many of the interpersonal, informational and decisional roles coined by Mintzberg.Within the *interpersonal roles* he is required to act as a *figurehead, leader* and *liaison* among and between his team members.He performs *informational roles* by *monitoring* technical and client specific information, *disseminating* the necessary information to his clients and staff, and acts as a *spokesperson* when he represents the firm at many meetings, presentations and recruiting events.While performing *decisional roles* he must act as an *entrepreneur* in determining what lines of business are best to solicit, a *disturbance handler* when any unforeseen events effect the progress of his team, a *resource allocator* in determining which employee should work on which project and a *negotiator* when he must negotiate with other managers when there is a scheduling conflict involving his team members.

Jonathon possesses tremendous technical and human skills.His technical skills include his ever increasing accounting expertise as well as his up to date knowledge of the issues facing his clients and their industry.He exercises his human skills every time he interacts with supervisors, staff associates, partners, support staff and clients.

3. *Do you think the tasks, roles, and skills of your supervisor are appropriate for the particular job he or she performs? How could this manager improve his or her task performance? How can IT affect this?*

Jonathon possesses the functions, roles and skills that are necessary for him to effectively manage his project teams while satisfying the customer and soliciting new business on a regular basis.However, he could work on his conceptual skills.At times he has trouble seeing the big picture when it comes to managing the careers of his employees. He is very good at ensuring that he has the best people on his team and that they are equipped with the technical skills needed for that project, but is lacking when it comes to the development needed for them to progress to the next level.He has a habit of handling the more technically difficult aspects of the project instead of involving team members so that they will become more proficient in those areas.

Clearly, Jonathan needs to do a better job of empowering his employees. He should considering delegating additional technical tasks to teams of employees, serving as their coach instead of providing direct supervision, and using IT to monitor the progress of those teams.

4. *How did your supervisor’s approach to management affect your attitudes and behavior? For example, how well did you perform as a subordinate and how motivated were you?*

As a result of the functions he performed, the skills he possessedand the roles he fulfilled, I found that Jonathon’s management style had a positive effect on my attitudes and my work performance.I was very motivated to provide top quality work and eager to please a well-respected figurehead in my organization.To make up for any deficiency in Jonathon’s conceptual skills of “seeing the big picture,” I found myself feeling more responsible for my future growth and development.This did not prevent me from performing to my full potential, it merely meant that I needed to spend my own time and energy to ensure that I gained the additional skills and knowledge that I did not learn while working on Jonathon’s projects.

5. *Think about the organization and its resources. Do its managers utilize organizational resources effectively? Which resources contribute most to the organization’s performance?*

Being a service oriented organization made it necessary to ensure that organizational resources were utilized most effectively and efficiently.In a service organization the “human” resources are the most valuable resources that the company possesses.The accounting firm has an entire department devoted to the scheduling functions of employees to project teams in response to managers’ requests.In addition, they have an in-house educational department that spends a great deal of time and money on employee training and development.

6. *Describe the way the organization treats its human resources. How does this treatment affect the attitudes and behaviors of the workforce?*

To a great extent this accounting firm values its most precious resource, its employees.They organize social functions on a regular basis during the busiest times of the year to reward employees for hard work and provide some relaxation.In addition, employees are rewarded monetarily for overtime worked and receive bonuses annually which are based on performance.Problems do arise when managers are extremely demanding of their project teams and require them to meet unreasonable budgets.As a result, employees feel that their personal obligations and needs are neglected.Fortunately, the human resource department monitors the hours worked by all employees and consults with managers when their teams are working an exorbitant number of hours.In response to the professional nature of the firm and the high regard given to employees most of the time, a large percentage of employees are extremely motivated and self-driven.

7. *If you could give your manager one piece of advice or change one management practice in the organization, what would it be?*

I would suggest to Jonathon that he take a more proactive role in the management of his subordinate’s careers. By looking at the “big picture” he can help to develop, which would enable smoother transitions as their careers progressed. If he would include subordinates in the more difficult tasks of the project they could benefit tremendously while gaining the experience and exposure necessary to enter the future ranks of management.

8. *How attuned are the organization to the need to increase efficiency, quality, innovation, or responsiveness to customers? How well do you think the organization performs its prime goals of providing the goods or services that customers want or need the most?*

The managers at this accounting firm are constantly faced with pressure from upper management to increase efficiency while increasing the quality of the services rendered.Since time budgets are extremely important and used as a measurement of success, actual hours spent are measured against budgeted hours on a regular basis.Managers are open to suggestions from supervisors and staff associates about how to provide the same service in a more timely fashion, as long as the intended purpose is served and quality is not compromised.Managers are responsible for reviewing the work performed by their project teams and require that errors and omissions are attended to on a timely basis.In a service-oriented environment it is essential that the organization be responsive to customer needs.Therefore, any successful manager is constantly in touch with his or her clients and keeps abreast of any issue that is or will affect his or her client’s financial or economic health.

AACSB: Reflective Thinking

AACSB: Analytic

**MANAGING ETHICALLY**

*1. Either by yourself or in a group, give three reasons why you think the behavior was unethical. For example, what rules or norms were broken? Who benefited or was harmed by what took place? What was the outcome for the people involved?*

Responses to this set of questions will differ, based upon the varying experiences of students. Examples of unethical behavior might including observing an employee intentionally mislead customers to generate sales, padding expense accounts, falsifying credentials on a resume, or accepting expensive gifts from suppliers eager to improve business relationships with their client. Dishonesty is unacceptable regardless of the circumstance. Employees should be careful to avoid conflicts of interest that may cause others to question their integrity. Although those involved in such unethical situations may perhaps benefit in the short run, in the long run they harm not only their customers and their companies, but also themselves.

*2. What steps might a manager take to prevent such unethical behavior and encourage people to behave in an ethical way?*

Establishing an organizational code of ethics and making all employees aware of it can encourage ethical behavior. It is also important that managers always engage in ethical conduct, so that they can lead by example.

AACSB: Ethics

AACSB: Reflective Thinking

**SMALL GROUP BREAKOUT EXERCISE**

**Opening a New Restaurant**

1. *Decide what each partner’s managerial role in the restaurant will be. For example, who will be responsible for the necessary departments and specific activities? Describe your management hierarchy.*

(**Note to instructor:**Due to the nature of this question, individual answers may differ widely, though students should address the following points in their answers.)

Students should address the roles of first-line managers, middle managers, and top managers.Supervisors should be hired to directly supervise the wait staff and the kitchen staff for morning, afternoon, and evening shifts.

A middle manager should be hired to supervise all first-line managers, and find the best way to utilize resources to help the restaurant achieve its goals.The middle manager will be responsible for purchasing and finding the best ways to make use of restaurant resources.The middle manager will also evaluate whether or not the goals of the restaurant are appropriate and suggest ways in which they should be changed.For example, if there are many family-style restaurants in the area, the middle manager will establish goals for making this restaurant superior to its competitors, by implementing a low-cost strategy or otherwise differentiating the restaurant.The middle manager will also be responsible for training, motivating and rewarding the kitchen, wait staff, and supervisors.

The primary investors should serve as top managers who are responsible for the performance the restaurant and its staff.Top management will make decisions about menu decisions, price setting, marketing, and how the different employees and supervisors should cooperate and help one another to achieve the restaurant’s goals.

2. *Which building blocks of competitive advantage do you need to establish to help your restaurant succeed? What criteria will you use to evaluate how successful you are managing the restaurant?*

Success ofa new restaurant will require a competitive advantage.This restaurant will need to provide food service more efficiently and effectively than its competitors if it is going to survive.The restaurant will need to achieve superior efficiency, quality, innovation, and responsiveness to customers.

Middle managers can increase efficiency by finding suppliers who have competitive prices and who are flexible in their ordering processes.Management can also increase efficiency by effectively training kitchen staff and wait staff to perform at a high level.

Quality in food and service will also help ensure the success of the restaurant.Wait staff should be encouraged to be friendly and professional, while kitchen staff should be encouraged to use high quality ingredients and methods for preparing food.The restaurant must be kept clean and attractive to provide a pleasant dining experience.

In addition to providing quality food and service, employees should be empowered to be creative; to develop better ways of doing things.Weekly or biweekly staff meetings should make use of employee suggestions for promoting new menu items or increasing customer feedback.

Responsiveness to customers is vital to service organizations such as restaurants.The success of the restaurant depends on the staff to provide quality food and service at reasonable cost.Employees should be empowered to do whatever it takes to satisfy customers and make their dining experiences pleasant.

To evaluate the success of the restaurant, management should examine financialsuccess, occupancy numbers, customer feedback, employee satisfaction, and media reviews.Evaluating both qualitative and quantitative measures of success will allow management to maintain, or if necessary, revise, organizational goals and procedures.

3. *Discuss the most important issues that must be made about (a) planning, (b) organizing, (c) leading, and (d) controlling to allow you or your partners to utilize organizational resources effectively and build a competitive advantage.*

Management must plan, which involves deciding which goals an organization should pursue, what courses of action to adopt to attain those goals, and how to allocate organizational resources to attain those goals.The partners need to decide if they will focus on food quality, low prices, speed of service, or uniqueness of style in the restaurant.

In organizing, or establishing the structure of working relationships between organizational members that best allows them to work together to achieve organizational goals, management must decide how to structure the reporting system and hierarchy of authority so that problems can be solved quickly.Employees need to know to whom they can turn to give suggestions and make their voices heard.

In leading, management must coordinate the behaviors of all restaurant staff, resulting in a high level of motivation and commitment from everyone.A fair and adequate compensation system and bonuses tied to good performance would likely result in high performance and commitment.

In controlling, management must decide how they will evaluate how well the organization is achieving its goals.Sales and customer satisfaction would seem to be adequate measures of this aspect of managing.

4. *For each managerial task, list the issues to solve, and those roles which will contribute the most to your restaurant’s success.*

(Note to instructor:Due to the nature of this question, student responses may vary.The following are examples.)

*Planning*:Choosing the strategy regarding the organizational goals will pursue, what actions to take, and how to use available resources to achieve desired goals.

*Organizing*:The creation of an organizational structure, the formal system of task and reporting relationships that coordinates and motivates employees so that they work together to achieve an organization’s goals.

*Leading*:Determining direction and articulating a clear vision for employees to follow.

*Controlling:* Requires establishing a method to measure goals and design the information and control systems to measure those goals.

AACSB: Reflective Thinking

AACSB: Analytic

**BE THE MANAGER**

***Questions:***

*1. What kinds of organizing and controlling problems is Achieva suffering from?*

It is very common when a company starts out to be very informal. Everyone is excited by the new venture and in this case, its success. But the founders must now deal with the enormous growth, develop what they want as a culture; they need to take their roles seriously. They must take a look at the requirement for planning, organizing, leading and controlling the organization; they should assign managerial and technical roles to employees; and they need to develop an equitable performance appraisal and reward system for all employees. It also sounds like they must to look at their Human Resources function more closely as they are growing so fast and want to be sure to bring the right people on board.

*2. What kinds of management changes need to be made to solve them?*

The founders should recognize that management of the firm is now essential by developing some sort of organizational chart, assign all those with managerial roles either a title or some acknowledgement of their duties and responsibilities and let everyone know how they are to interact and coordinate to continue to be successful.

AACSB: Analytic

AACSB: Reflective Thinking

***THE WALL STREET JOURNAL* CASE IN THE NEWS**

***Case Synopsis: The* *Algorithm That Tells the Boss Who Might Quit***

Employers want to know who is likely to leave their companies. As turnover becomes a bigger worry—and expense—in a tightening labor market, some companies, including Wal-Mart Stores Inc., Credit Suisse Group AG, and Box Inc,. are analyzing many data points to determine who is likely to leave a post. The idea is to give managers early warning so they can take action before employees leave.

Corporate data crunchers play with dozens of factors to identify flight risks. The data often reveal a complex picture of what motivates workers to stay—and what causes them to look elsewhere. Data scientists create models to predict which workers might leave a company in the near future.

As the employment picture improves, companies are focusing more on retaining workers, largely because replacing them is costly. The big challenge for employers is what, exactly, to do with the information data scientists provide them. Some aren’t sure how to approach employees at risk of leaving. To help retain workers, Credit Suisse launched a global effort allowing its workers to raise their hands for internal moves. To kindle closeness among team members, Box has encouraged managers to throw more social events.

Companies also are trying to predict when workers might leave their positions within a company. Wal-Mart is trying to determine in advance which employees are likely to get promoted so that it can line up replacements more quickly.

**Questions**

1. How does the managerial task of leading affect employee performance?

*Studies show that employees who are given the opportunity to lead through in-house promotions often choose to stay with the company instead of leaving for a position with another firm.*

1. As the economy continues to improve, workers will be looking to change jobs (and companies) at a faster pace. What can managers do to plan for and fill job openings quickly?

*Companies are analyzing a vast array of data points to determine who is likely to leave a post. The idea, say people who run analytics teams, is to give managers early warning so they can take action before employees jump ship.*

1. How else can managers use “big data” to help plan for human resources?

*Managers are trying to predict when workers might leave their positions, but not necessarily the company. Wal-Mart is trying to determine in advance which employees are likely to get promoted so that it can line up replacements more quickly.*

AACSB: Analytic

AACSB: Reflective Thinking

**SUPPLEMENTAL FEATURES**

**MANAGER’S HOT SEAT (MHS)**

There is no recommended MHS for Chapter 1.

**SELF-ASSESSMENT(S)**

There is no recommended MHS for Chapter 1.

**TEST YOUR KNOWLEDGE**

* **Managerial Functions**

**INSTRUCTOR’S POWERPOINT SLIDES**

These Instructor’s PowerPoint slides can be used to supplement the lecture material.

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| **Instructor’s powerpoint**  **slide 1**  **Chapter Title** | **Instructor’s PowerPoint Slide 2**  **Learning Objectives: LO 1-1 –**  **LO 1-3** | **INSTRUCTOR’S pOWERPOINT SLIDE 3**  **Learning Objectives: LO 1-4 –**  **LO 1-6** |
| **INSTRUCTOR’S POWERPOINT**  **SLIDE 4**  **What is Management?** | **INSTRUCTOR’S POWERPOINT SLIDE 5**  **What is Management?** | **INSTRUCTOR’S POWERPOINT SLIDE 6**  **What is Management?** |
| **INSTRUCTOR’S POWERPOINT**  **SLIDE 7**  **Achieving High Performance** | **INSTRUCTOR’S POWERPOINT SLIDE 8**  **Figure 1.1: Efficiency, Effectiveness, and Performance in an Organization** | **INSTRUCTOR’S POWERPOINT SLIDE 9**  **Organizational Performance** |
|  |  |  |
| **INSTRUCTOR’S POWERPOINT**  **SLIDE 10**  **Why Study Management?** | **INSTRUCTOR’S POWERPOINT SLIDE 11**  **Figure 1.2 – Four Tasks of Management** | **INSTRUCTOR’S POWERPOINT SLIDE 12**  **Planning** |
|  |  |  |
| **INSTRUCTOR’S POWERPOINT**  **SLIDE 13**  Steps in the Planning Process | **INSTRUCTOR’S POWERPOINT SLIDE 14**  **Planning** | **INSTRUCTOR’S POWERPOINT SLIDE 15**  **Organizing** |
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| **INSTRUCTOR’S POWERPOINT**  **SLIDE 16**  **Organizing** | **INSTRUCTOR’S POWERPOINT SLIDE 17**  **Leading** | **INSTRUCTOR’S POWERPOINT SLIDE 18**  **Controlling** |
|  |  |  |
| **INSTRUCTOR’S POWERPOINT**  **SLIDE 19**  **Question?** | **INSTRUCTOR’S POWERPOINT SLIDE 20**  **Levels and Skills of Managers** | **INSTRUCTOR’S POWERPOINT SLIDE 21**  **Levels of Management** |
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| **INSTRUCTOR’S POWERPOINT**  **SLIDE 22**  **Levels of Management** | **INSTRUCTOR’S POWERPOINT SLIDE 23**  **Figure 1.3-Levels of Managers** | **INSTRUCTOR’S POWERPOINT SLIDE 24**  **Figure 1.4-Relative Amount of Time That Managers Spend on the Four Managerial Tasks** |
|  |  |  |
| **Instructor’s POWERPOINT**  **SLIDE 25**  **Levels of Managers** | **INSTRUCTOR’S POWERPOINT SLIDE 26**  **Question?** | **INSTRUCTOR’S POWERPOINT SLIDE 27**  **Managerial Skills** |
| **Instructor’s powerpoint**  **slide 28**  **Question?** | **Instructor’s POWERPOINT SLIDE 29**  **Technical Skills** | **Instructor’s powerpoint slide 30**  **Figure 1.5-Types and Levels of Managers** |
| **Instructor’s powerpoint**  **slide 31**  **Recent Changes in Management Practices** | **Instructor’s powerpoint slide 32**  **Recent Changes in Management Practices** | **Instructor’s powerpoint slide 33**  **Empowerment and Self-Managed Teams** |
| **Instructor’s powerpoint**  **slide 34**  **Empowerment and Self-Managed Teams** | **Instructor’s powerpoint**  **slide 35**  **Challenges for Management …** | **Instructor’s powerpoint**  **slide 36**  **Challenges for Management …** |
| **Instructor’s powerpoint**  **slide 37**  **Building Competitive Advantage** | **Instructor’s powerpoint**  **slide 38**  **Building Blocks of Competitive Advantage** | **Instructor’s powerpoint**  **slide 39**  **Building a Competitive Advantage** |
| **Instructor’s powerpoint**  **slide 40**  **Building Competitive Advantage** | **Instructor’s powerpoint**  **slide 41**  **Maintaining Ethical and Responsible Standards** | **Instructor’s powerpoint**  **slide 42**  **Managing a Diverse Workforce** |
| **Instructor’s powerpoint**  **slide 43**  **Managing a Diverse Workforce** | **Instructor’s powerpoint**  **slide 44**  **Utilizing IT and E-Commerce** | **Instructor’s powerpoint**  **slide 45**  **Utilizing IT and E-Commerce** |
| **Instructor’s powerpoint**  **slide 46**  **Be the Manager** | **Instructor’s powerpoint**  **slide 47**  **Topics for Discussion** | **Instructor’s powerpoint**  **slide 48**  **Topics for Discussion** |
| **Instructor’s powerpoint**  **slide 49**  **Topics for Discussion** | **Instructor’s powerpoint**  **slide 50**  **Topics for Discussion** | **Instructor’s powerpoint**  **slide 51**  **Topics for Discussion** |