



Sabaragamuwa Provincial Department of Education- Weekly School

Week- 4

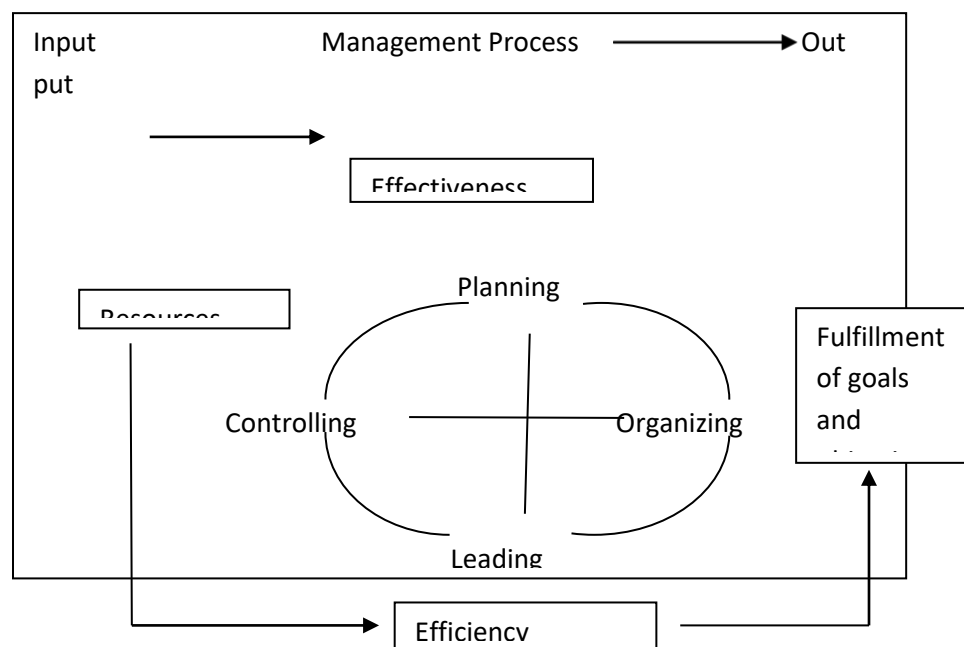
Subject – Business Studies

Grade - 13

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Competency Level 12.0: Shows the necessity and importance of management in the achievement of the goals of individuals and organizations.

Competency Level 12.4 : :Examines the Management Process



Planning is the process of establishing of goals and objectives which a firm expects to accomplish, and establishing of relevant strategies to achieve them.

Organizing is the process of allocating resources, delegating authority and distribution of work in order to achieve the organization's goals and objectives efficiently and effectively. In other words, organizing is the formation of a formal relationship between human and physical resources or the co-ordination of various resources and duties of the organization to attain its goals and objectives.

Leading is the process of influencing, motivating and making employees aware of the necessary activities to get them engaged in those activities to achieve organization's goals and objectives.

Controlling is the process of examining if the plans are being implemented so as to achieve the goals and objectives of a firm and if there are deviations, identifying them to take corrective action.

Exercise:

Assume that you hold the position of president of the school's commerce society. Accordingly explain how the welcoming function of new students will be conducted, using the basic managerial functions.