

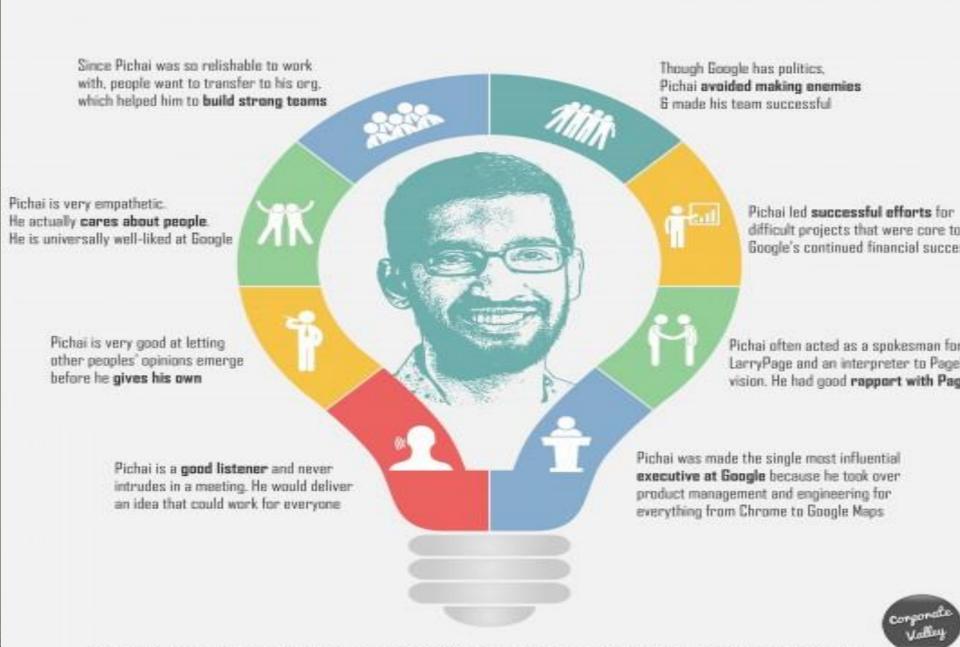


"A person who is happy is not because everything is right in his life, he is happy because his attitude towards everything in his life is right."

# Sundar Pichai CEO, Google

Saikat Pyne | Business Insider

#### CHARACTERISTICS THAT MADE SUNDAR PICHAI, THE GOOGLE'S CEO



"Well, yes, I knew that listening was crucial to being a good leader....



but I never knew that <u>I</u> was the one who had to do the listening."

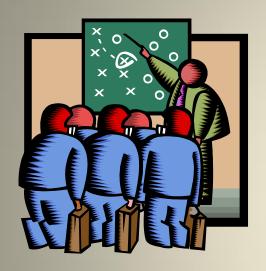


Achieving objectives requires skilled management



Management

Process designed to achieve an organization's objectives by using its resources effectively & efficiently in a changing environment.



**What Managers Do** 



#### Make decisions – utilization of resources – achieve objectives:

- Planning
- Organizing
- Staffing
- Directing
- Controlling

# NEW product development





Resource acquisition & coordination

#### Resources

- People
- Raw materials
- Equipment
- Money
- Information





### Planning -

Process of determining the organization's objectives and deciding how to accomplish them.



**Planning** 

Objectives - results desired by organization

Mission – organization's purpose and philosophy



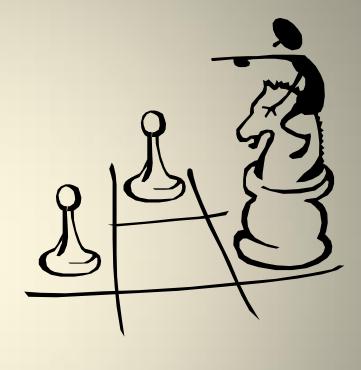
**Objectives** 

### Common & Elaborate Organizational Objectives --

- Profit, competitive advantage, efficiency, growth
- Service, ethics, community responsibility



**Plans** 



**Strategic Plans** 

**Tactical Plans** 

**Operational Plans** 

### **Strategic Plans**

### **Executive level managers**



- 2-10 years forward-looking
- Sustainability
- diversification, divestiture, mergers & acquisitions,

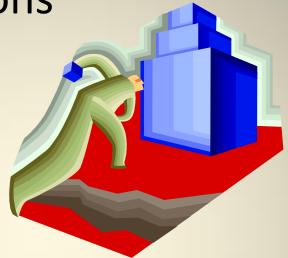
**Tactical Plans** 



### **Short-range** – strategy implementation

- •1 year or less
- Environmental change
- Periodically reviewed & updated

### **Operational Plans**



### Very short-term – actionable, specific

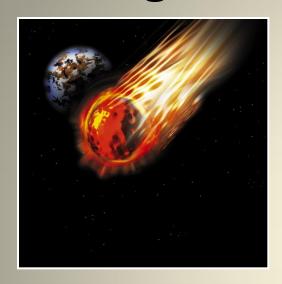
- Individuals, work groups, departments
- •1 month, 1 week, 1 day
- Achieve tactical plans

# Crisis Management Contingency Planning



### Focus on potential disasters

- Product tampering
- Oil spills
- Fire, earthquake, terrorist attack
- Unethical/illegal employee activity



Crisis/Contingency Planning

#### **Crisis Management Teams**

- -Mr. X
- Mr. Y
- Miss Z



### Organizing -

Structuring of resources & activities to accomplish objectives efficiently & effectively.



**Organizing** 

#### Importance -

- Creates synergy
- Establishes lines of authority
- Improves communication
- Improves competitiveness



### Staffing -

Hiring people to carry out the work of the organization.



Staffing

#### Importance -

- Recruiting
- Determine skills
- Motivate & train
- Compensation levels







### Downsizing -

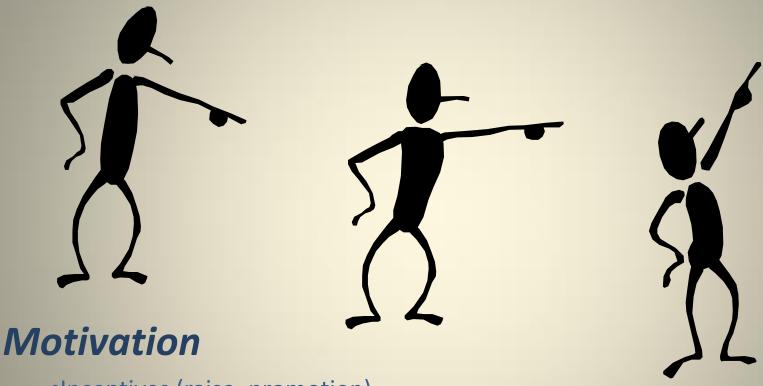
Elimination of significant numbers of employees (rightsizing, trimming the fat)



Directing -

Motivating and leading employees to achieve organizational objectives.

# Management Functions -- Directing



- Incentives (raise, promotion)
- Employee involvement (cost reduction, customer service, new products)
- Recognition and appreciation



### Controlling -

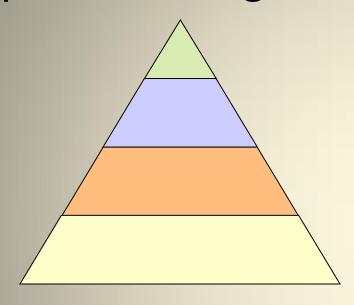
Process of evaluating and correcting activities to keep organization on course,



#### Five Activities -

- Measuring performance
- Comparing performance against standards
- Identifying deviations from standards
- Investigating causes of deviations
- Taking corrective action

# Types of Management



# Levels of Management -

- Top management
- Middle management
- First-line/supervisory management

### Types of Management



**Top Management** 

- President
- Chief Executive Officer (CEO)
- Chief financial officer (CFO)
- Chief operations officer (COO)

# Levels of Management

Rank	CEO	Company	Total Compensation (\$ millions)
1.	Lawrence J. Ellison	Oracle	\$192.92
2.	Frederic M. Poses	Trane	\$127.10
3.	Aubrey K. McClendon	Chesapeake Energy	\$116.89
4.	Angelo R. Mozilo	Countrywide Financial	\$102.84
5.	Howard D. Schultz	Starbucks	\$98.60

### The 5 Highest Paid CEO's in 2007

# Types of Management



**Middle Management** 

- Responsible for tactical planning
- Implement general guidelines established by top management

### Types of Management



First-Line Management

- Supervise workers
- Oversee daily operations
- Directing and controlling primary functions

# Areas of Management



- Finance
- Production
- Operations
- Human Resources
- Marketing
- Administration





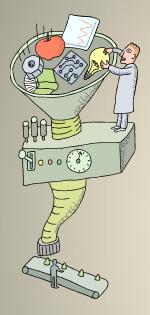
### Areas of Management



### Financial Management –

Focus on obtaining money necessary for the successful operations and using funds to further organizational goals.

### Areas of Management



### **Production & Operations Management**—

Develop & administer activities to transform resources into goods, services, and ideas for the marketplace.



#### **Human Resources Management –**

Handle staffing function and deal with employees in a formalized manner



#### **Marketing Management –**

Responsible for planning, pricing, and promoting products and making them available to customers



#### Information Technology (IT) Management -

Responsible for implementing, maintaining, and controlling technology applications in business (computer networks)



#### **Administrative Managers –**

Manage an entire business or major segment of the business. Coordinate activities of specialized managers.

## Skills Needed by Managers

- Leadership
- Technical expertise
- Conceptual skills
- Analytical skills
- Human relations skills



## Managerial Skills



Leadership -

Ability to influence employees to work toward organizational goals.

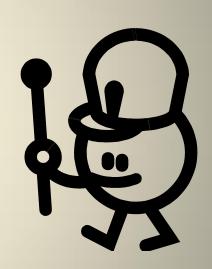
## Managerial Skills

#### **Seven Tips for Successful Leadership**

- Build effective and responsive interpersonal relationships.
- Communicate effectively—in person, print, e-mail, etc.
- Build the team and enable employees to collaborate effectively.
- Understand the financial aspects of the business.
- Know how to create an environment in which people experience positive morale and recognition.
- · Lead by example.
- Help people grow and develop.

## Skills Needed by Managers

- Autocratic Leaders
  - Decision makers, "tell" employees
- Democratic Leaders
  - Involve employees in decisions
- Free-rein leaders
  - Employees work without interference



# Most Admired Companies & CEO's

Company	Chief Executive Officer
Apple	Steve Jobs
Berkshire Hathaway	Warren Buffett
General Electric	Jeffrey Immelt
Google	Eric Schmidt
Toyota Motor	Katsuaki Watanabe

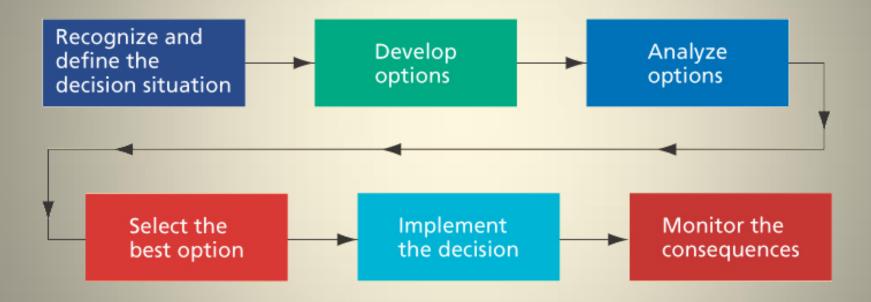
America's Most Admired Companies, 2008

## Management – Going Green



Compact Fluorescent Light Bulbs: A Bright Idea – CFL's use 75 percent less energy. Technical Consumer Products, Inc. largest provider of CFL's in the United States.

# **Decision Making**



# The Realities of Management



According to J.P. Kotter, management functions boil down to:

- 1. Figuring out what to do despite uncertainty, diversity, and a great deal of potentially relevant information.
- 2. Getting things done through a large and diverse set of people despite having little direct control over them.