

Management Readings

القراءات الادارية

كلية المستقبل الجامعة
قسم ادارة الاعمال
المرحلة الاولى

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Who is a manager



Who is a manager?

The manager

Someone who coordinates and Controlling the work of other people to achieving organizational goals .

Where do managers work ?

The managers work in organizations

Management Roles

Interpersonal roles : this role involves human interaction.

Informational roles : this role involves the sharing and analyzing of information .

Decisional roles : this role involves decision making.

Management skills

There are five basic Management of skills have been identified

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.Decision making skills

. Planning skills

. Administrative skills

. Human relation skills

Technical skills .