

*Abdelhafid Boussouf University Center – Mila*

*Institute of Economic, Commercial and Management Sciences*

*Departement of Economics*

*LECTURES ON : Introduction to Management*

*Addressed to first year economics students – Second semester*

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*Academic year 2023-2024*

## *First Year Economics*

### *Lesson Four : Introduction to Management*

#### *Objective:*

By the end of this lesson, students will grasp the basic concepts of management and its significance in organizing tasks and people.

#### *Introduction:*

Management is like being the captain of a ship, guiding it to its destination. It's about making sure things get done smoothly and efficiently. Let's explore the basics of management in simple terms.

#### *1. What is Management?*

Management is about getting things done through people. It involves planning, organizing, leading, and controlling resources to achieve goals.

#### *2. Planning:*

Planning means deciding what needs to be done, how, and when. It's like making a map before going on a trip to know where you're headed.

#### *3. Organizing:*

Organizing is arranging tasks and resources in a way that makes sense. It's like putting puzzle pieces together to see the big picture.

#### *4. Leading:*

Leading is guiding and motivating people to work towards common goals. It's like being the coach of a sports team, inspiring players to give their best.

#### *5. Controlling:*

Controlling involves monitoring progress and making adjustments as needed. It's like checking the compass to ensure the ship stays on course.

## **6. Types of Management:**

**Top-level Management:** Responsible for setting goals and making strategic decisions.

**Middle-level Management:** Coordinates between top-level management and frontline workers.

**Frontline Management:** Directly supervises workers and ensures tasks are completed.

## **Conclusion:**

Management is crucial for achieving goals and making organizations run smoothly. By understanding the basics of planning, organizing, leading, and controlling, we can become effective managers in various aspects of our lives. Whether leading a team or managing personal tasks, the principles of management help us navigate challenges and achieve success.

الإدارة – Management

التخطيط – Planning

التنظيم – Organizing

القيادة – Leading

المراقبة – Controlling

الإدارة على المستوى العليا - Top-level Management

الإدارة على المستوى الأوسط - Middle-level Management

الإدارة على المستوى الأول - Frontline Management

