

Increasing Management Effectiveness

Chapter 2.1

Management Roles

define: Management role -

Communicators

Relationship Builders

Decision Makers

Getting Work Accomplished

Planning

Organizing

Implementing

Controlling

Principles of Effective Management

define: Management Principles -

Six principles of effective management

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Chapter 2, Section 3 - Managing with Information

Using Management Information

Define - Management Information System

Define - What-If Analysis

Business Research

Decision Making

Problems and Decision Making

Define - Problem

Steps in Problem Solving

Identify the Problem

Define - Symptom

Lists possible Solutions

Analyze the Solutions

Select the Best Solution

Contingency Planning

Define - Contingency Plan