

# About Management

Being bossy does not make you a good manager; it won't necessarily even make you a manager! So what does being a manager entail? 'Management' refers to the process of employing resources to achieve customer needs, that is administering activities and actions that meet particular goals. Traditionally, the study of management was concerned with the four functions of planning, organizing, directing and controlling. Although these functions are vital for the well-being of organizations, contemporary workplaces are highly dynamic and they bring a new set of challenges to management.

Studying management will allow you the opportunity to learn about traditional and contemporary issues effecting management. This study covers a wide range of relevant issues, theories and perspectives to better prepare you for the complexities and responsibilities of managerial life in the twenty-first century.

## What can you do with a Management degree?

As a Management graduate there are a range of opportunities you may choose to pursue, especially if you choose to take a double major with another Commerce area. Depending on which skill combinations or specializations you have, your degree may lead you to work or study opportunities in a number of areas.

The following are just some professions you could consider: \*

- Convention Services Manager
- Administrative Service Manager
- Public Relations Manager
- Sales Manager
- Engineering and Natural Science Manager
- Management Consultant
- Training and Development Manager
- General Manager
- Financial Manager.

Professions	What they do
Convention Services Manger	Convention Services Managers coordinate the activities of various departments in larger hotels to accommodate meetings, conventions, and special events. They meet with representatives of groups or organizations to plan the number of rooms to reserve, the desired configuration of the meeting space, and banquet services. During the meeting or event, they resolve unexpected problems and monitor activities to ensure that hotel operations conform to the expectations of the group.
Office Administrative Support Supervisors and Managers / Administrative Service Managers	Office and Administrative Support Supervisors and Managers often act as liaisons between the administrative support staff and the professional, technical, and managerial staff. This may involve implementing new company policies or restructuring the workflow in their departments. They also must keep their superiors informed of their progress and any potential problems. Often, this communication takes the form of research projects and progress reports. Because supervisors and managers have access to information such as their department's performance records, they may compile and present these data for use in planning or designing new policies.

<b>Public Relations Manager</b>	<p>Public Relations Managers supervise public relations specialists. These managers direct publicity programs to a targeted audience. They often specialize in a specific area, such as crisis management, or in a specific industry, such as health care. They use every available communication medium to maintain the support of the specific group upon whom their organization's success depends, such as consumers, stockholders, or the general public. For example, they may clarify or justify the firm's point of view on health or environmental issues to community or special-interest groups. They observe social, economic, and political trends that might ultimately affect the firm, and make recommendations to enhance the firm's image on the basis of those trends.</p>
<b>Sales Manager</b>	<p>Sales Managers direct the firm's sales program. They assign sales territories, set goals, and establish training programs for the sales representatives. Sales managers advise the sales representatives on ways to improve their sales performance. Sales managers maintain contact with dealers and distributors. They analyze sales statistics gathered by their staffs to determine sales potential and inventory requirements and to monitor customers' preferences.</p>
<b>General and Operations Manager</b>	<p>General and Operations Managers plan, direct, or coordinate the operations of companies or public and private sector organizations. Their duties include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one area of management or administration, such as personnel, purchasing, or administrative services. In some organizations, the duties of general and operations managers may overlap the duties of chief executive officers.</p>
<b>Training and Development Manager</b>	<p>Training and Development Managers and Specialists conduct and supervise training and development programs for employees. Increasingly, management recognizes that training offers a way of developing skills, enhancing productivity and quality of work, and building worker loyalty to the firm, and most importantly, increasing individual and organizational performance to achieve business results.</p>
<b>Technical Manager</b>	<p>Technical Development Managers manage the full lifecycle of a development project. This includes being responsible for the end-to-end management of the project in the areas of budgeting, costing, planning, researching, designing and coordinating as well as providing technical expertise the project team with analysis, programming, testing and quality control, through to the implementation and post implementation review.</p>
<b>Financial Manager</b>	<p>Financial Managers direct bank branches and departments, resolve customers' problems, ensure that standards of service are maintained, and administer the institutions'</p>

	operations and investments.
<b>Administrative Services Managers</b>	Administrative Services Managers perform a broad range of duties in virtually every sector of the economy. They coordinate and direct support services to organizations as diverse as insurance companies, computer manufacturers, and government offices. These workers manage the many services that allow organizations to operate efficiently, such as secretarial and reception, administration, payroll, conference planning and travel, information and data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, security, parking, and personal property procurement, supply, and disposal.