

Name _____

Management Functions



Learning Target: I can identify the four functions of management.

For each of the following management activities, identify which of the four management functions is being completed. Place the letter of the correct function in the blank beside the item number.

P = Planning

O = Organizing

I = Implementing

C = Controlling

- _____ 1. Determining the types of raw materials to use in order to develop a high-quality product.
- _____ 2. Completing an employee performance appraisal.
- _____ 3. Dividing a large sales territory into two smaller territories and assigning managers and salespeople to the territory.
- _____ 4. Deciding if a new product should be added after reviewing test-market results.
- _____ 5. Discussing a problem with two employees to encourage them to work more closely together rather than continuing to have conflicts.
- _____ 6. Reviewing the financial statements for the past six months.
- _____ 7. Deciding to hire advertising agency to promote a new product because the promotion manager is currently overworked.
- _____ 8. Conducting a department meeting.
- _____ 9. Determining salary increase based on annual performance evaluations.
- _____ 10. Determining whether to sell stock in the company or borrow money in order to finance a new building.