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Fundamentals of Management
Understanding key terms in the definition
Effectiveness : the degree to which goals are achieved; doing the right thing
Efficiency : using the fewest inputs (people, money, technology) to generate a given output.
Organization : A social entity that is goal directed and deliberately structured.
Performance: the organization's ability to attain its goals by using resources in an efficient and effective manner.

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Basic Management Skills for Beginners

According to Fayol, management operates through five basic functions: planning, organizing, coordinating, commanding, and controlling. Planning: Deciding what needs to happen in the future and generating plans for action (deciding in advance). Organizing (or staffing): Making sure the human and nonhuman resources are put into place.

Management - Wikipedia

Project Management Fundamentals This section helps to build the fundamentals and basic concepts of project management. What is a Project – A project is a temporary endeavor undertaken to create a unique product, service or result. Temporary means definite start and definite finish and not like operations.

Project Management Fundamentals & basic concepts

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Whether you already work in a management position, or are hoping to rise to management level, there is always room to improve. This Fundamentals of Management course will give you a thorough education in how to manage a team of any size. The course begins with an in depth introduction to management, which covers all of the basic principles.

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