

# What are the Functions of Management?

## Worksheet

The four functions of management are planning (setting goals), organizing (arranging resources), leading (motivating people) and controlling (monitoring performance) - together known as the POLC cycle.

## Questions

1. Who first identified the core functions of management?

- A) Peter Drucker
- B) Henri Fayol
- C) Frederick Taylor
- D) Max Weber

2. Setting a sales target for next quarter is an example of which function?

- A) Organizing
- B) Leading
- C) Planning
- D) Controlling

3. Comparing actual results to the budget and adjusting spending is which function?

- A) Planning
- B) Controlling
- C) Leading
- D) Organizing

4. Motivating a team through a difficult project is which function?

- A) Controlling
- B) Planning
- C) Leading
- D) Organizing

5. A retail manager wants to increase quarterly sales by 15%. Walk through the four management functions she applies.

6. A software team missed its release deadline. Which management function likely failed and how should the manager respond?

7. A new manager inherits a demotivated team. Which function should they prioritize first?

8. Define: What are the four functions of management?

9. Define: What does 'planning' involve?

10. Define: What does 'organizing' involve?

## Answer Key

1. B) Henri Fayol - Henri Fayol outlined the original functions of management in the early 20th century.
2. C) Planning - Setting goals and deciding how to reach them is planning.
3. B) Controlling - Measuring performance against goals and correcting course is controlling.
4. C) Leading - Leading focuses on motivating and directing people.
5. Planning: Sets a specific goal - 15% sales growth in Q3 - and a promotional plan. Organizing: Assigns staff to shifts, allocates ad budget, schedules inventory. Leading: Holds a kickoff meeting, sets incentives, coaches underperforming staff. Controlling: Reviews weekly sales dashboards and adjusts tactics if behind target.
6. Step 1: Missed deadlines usually point to a controlling gap - progress wasn't tracked against milestones. Step 2: The manager introduces weekly sprint check-ins (controlling). Step 3: Re-plans the remaining scope realistically (planning). Conclusion: Strengthening controlling and re-planning prevents repeat delays.
7. Step 1: Motivation and morale problems fall under leading. Step 2: The manager listens to concerns, communicates a clear vision, and recognizes contributions. Step 3: Once morale improves, planning and organizing become more effective. Conclusion: Leading should be prioritized before pushing new plans.
8. Planning, organizing, leading and controlling (POLC).
9. Setting goals and deciding the best course of action to achieve them.
10. Arranging people, tasks and resources into a structure that can execute the plan.

### **Bounlu**

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