

QUESTION 1

QUESTION: Planning, Organizing, Leading, and Controlling are the four functions of management. Which function is the most important? Why?

ANSWER: All four functions are equally important and interrelated. Without any one of them, the organization would not be able to achieve its goals. Planning sets the direction, organizing allocates resources, leading motivates the team, and controlling ensures that everything is on track.

1. Planning
2. Organizing
3. Leading & Controlling
4. Staffing & Development

QUESTION 2: Planning and Organizing

QUESTION: Explain the difference between planning and organizing.

ANSWER: Planning is the process of defining the organization's mission, vision, and goals, and determining the best way to achieve them. Organizing is the process of allocating resources and assigning tasks to individuals to achieve the organization's goals. Planning is a strategic function, while organizing is a tactical function.

1. Planning is the process of defining the organization's mission, vision, and goals, and determining the best way to achieve them.
2. Organizing is the process of allocating resources and assigning tasks to individuals to achieve the organization's goals.
3. Planning is a strategic function, while organizing is a tactical function.

QUESTION 3: Leading and Controlling

QUESTION: Leading and Controlling are the two functions of management that are most closely related. Explain the relationship between these two functions.

ANSWER: Leading and Controlling are closely related because they both involve monitoring and evaluating the performance of the organization. Leading is the process of motivating and inspiring the team to achieve the organization's goals, while Controlling is the process of ensuring that the organization is on track to achieve its goals.

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