

Chapter 11 Management Skills

Section 11.2 Management Functions

Review Key Concepts

1. The three functions of management are planning, organizing, and controlling.
2. Delegating means giving jobs or duties to other people to do, rather than trying to do everything yourself.
3. The purpose of assessing employee performance is to develop better workers and a more effective and profitable company.

Practice Academics

English Language Arts

4. Responses will vary. Students might suggest they talk with the employee about why he or she seems to be unhappy with the current work situation. They might find there is an underlying situation that both they and the employee can work toward correcting. At least the employee would know that the supervisor is concerned about him or her.

Mathematics

5. \$69,888 ($\$14.75 \times 0.065 = \$0.95875 = \$0.96 \times 35 \times 40 \times 52 = \$69,888$)