



PROCEDURE TEXT (HOW THINGS ACCOMPLISHED THROUGH THE CHALLENGE OF MANAGEMENT)

ENGLISH FOR SPECIFIC PURPOSES CLASS PROGRAM FOR MANAGEMENT
CLASS

THE COMMUNICATIVE PURPOSES IS TO DESCRIBE HOW SOMETHING IS ACCOMPLISHED OR DONE

- THE GENERIC STRUCTURE IS DIVIDED INTO:

1. GOALS

2. MATERIALS (IF ANY)

3. STEPS

LET US HAVE A LOOK HOW THE PASSAGE OF THE CHALLENGE OF MANAGEMENT CAN BE SAID A PROCEDURE

- GOALS: BEING AN EFFECTIVE MANAGER IS DEMANDING UNDER THE BEST CIRCUMSTANCES, AS A RESULT, MANY MANAGERS ARE RETHINKING THE MANAGER-SUBORDINATE RELATIONSHIP AND LOOKING FOR NEW WAYS TO TAP THE TALENT AND RESOURCES OF EVERY EMPLOYEE.

MATERIALS:

- SINCE THE MATERIALS ARE NOT ALWAYS OR NECESSARILY IN A CONCRETE THINGS; HOWEVER, SOME TANGIBLE MATERIAL CAN BE USED TOO, SUCH AS: KNOWLEDGE, EXPERIENCE AND SKILLS OR COMPETENCE OF A PERSON

STEPS:

- START WITH THE VISION. THIS MEANS THAT WE LEARN OF MANAGEMENT SCIENCE TOOLS—MATHEMATICAL MODELS THAT HELP MANAGERS ANALYSE SITUATIONS AND MAKE DECISIONS.
- RECOMMEND THE NEED FOR ETHICS. THIS CONCERNS WITH WHO IS—AND SHOULD BE—BENEFITED OR HARMED BY AN ACTION. MANAGERS SHOULD KNOW HOW TO ACT AND DO THINGS ACCORDINGLY IN REGARD TO THEIR SURROUNDINGS, ENVIRONMENT, PEOPLE ALONG WITH THEIR CUSTOM.

CONTINUED STEPS

- CULTURAL DIVERSITY IS ALSO NEEDED. OUR ETHICAL CONCERN FOR THE FAIR AND EQUITABLE TREATMENT OF EMPLOYEES REFLECTS OUR CULTURE'S STRONG COMMITMENT TO EQUAL OPPORTUNITY.
- CONDUCTING THE TRAINING. TO A GREAT EXTENT, EFFECTIVE MANAGERS ARE MADE, NOT BORN. THAT IS, MANAGEMENT SKILLS CAN BE AND ARE LEARNED BY PEOPLE OF ALL BACKGROUNDS.

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