



Basic terms

"Words are the source of misunderstandings."

Antoine de Saint Exupéry

Basic terms used in **management theory and practice** are often very similar and often leads to the incorrect translation. Many terms are used in different communities with different meanings (for example the notion of process uses differently manager and differently **programmer**). Unified dictionary is always a necessary basis for understanding the terms used in management. The following terms are important for management:

- › Management methods - indicate the specific type of management, the way an organization its resources, its processes, its arrangement, are managed. Management methods are used continuously and affect the way of performing of business processes and affect their management or even entire organizational management
- › Analytical techniques or **analytical methods** represent a coherent way, the process of implementing an **analytical activity**, usually used for single decision making, problem solving or a situation, to analyze or **optimize** some fields
- › Methodologies - represent a specific **workflow** to create something, methodology is often formalized, codifying, proven and recommended workflow that has a form of a document
- › Management style means the character and form of managerial work, the overall character of this activity and its results, management style is often associated with the entity of a manager
- › **Management system** is the broadest term, represents the entire complex of management, used management methods, methodologies, information systems and analytical techniques
- › Norms and standards are binding **rules**, requirements, or people behavior measurements in processes, or requirements for products characteristics.

Basic terms in management:

- › Authority × Responsibility
- › Business
- › Costs
- › Factors of production
- › Finance
- › Human capital
- › Information
- › Innovation
- › Knowledge
- › Management
- › Manager
- › **Method** – a way how to achieve a theoretical and practical objective
- › **Methodology** – study of methods, especially of scientific research
- › Metrics
- › Mission
- › Motivation & Motivating
- › Organization
- › Organizing
- › Planning
- › Processes
- › Products
 - › Services
 - › Goods
- › Project

- › Quality
- › Resources
- › Revenue
- › Risks
- › Stakeholders
- › Surroundings
- › **System** – set effective form of organization and functioning of something, usual procedure
- › Vision