



ADMINISTRATIVE MANAGEMENT AND ITS MODERN METHODS

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ABSTRACT	KEYWORDS
Leadership management has become one of the main principles of team organization and work in every organization today. In this article, administrative management is modern principles and methods are described in detail.	Administrative management, modern types, principles, control, effective management, discipline and etc.

Introduction

Management is a method of ensuring work flow in an integrated and coordinated manner to achieve specific goals through effective use of current resources. Management helps achieve organizational goals effectively and efficiently by planning, organizing, staffing, directing, and controlling organizational resources. At its most fundamental level, management is a discipline with five general functions: planning, organizing, staffing, directing, and controlling. These five functions are part of a set of practices and theories for being a successful manager. Understanding functions helps managers focus their efforts on activities that produce results. Summary of the Five Functions of Senior Management (ICPM Management Content): Planning: When you think of planning in a management role, it refers to the process of selecting appropriate goals and actions, then deciding what strategies to use, what actions to take, and what resources are needed to achieve those goals. Organizing: It is the process of establishing employee relations that enables employees to work together to achieve their organizational goals. Leadership: This function involves inspiring and motivating people using visionary, empowering, visioning, influencing, persuading and effective communication skills. Staffing: recruitment and selection of employees for positions within the company (within teams and departments). Monitoring: It is possible to assess how well you are achieving your goals, improving performance, and taking action. The method of organizational forms is often used in management when situations begin to change suddenly or gradually. In this case, it is necessary to sort and choose the methods suitable for that situation. In the practice of management, the methods are mostly used at once.

In this case, the methods used are combined. It should be noted that there are no instructions or recommendations that meet the standard requirements for the classification of management methods in the economy according to their content or tasks. Because the management does not work at the same time. This situation is especially evident in the economy based on market relations. As market relations or consumer preferences for market products begin to change, many management methods merge, sometimes denying each other, sometimes supporting each other. In such situations, it is also

required to use additional methods. With the help of management methods, economic processes and production participants are affected in order to achieve high results by spending as little material, financial, energy, and labor resources as possible. Production efficiency is closely related to the perfection and proper formation of management methods. Management methods occupy an important place in the science of management and are closely related to the laws and principles of management. Among the methods of influencing the labor team, only those that comply with the requirements of the objective laws of management for the management mechanism in the market economy are considered the most appropriate and appropriate. The essence of this is that management methods are inextricably linked with the system of laws belonging to the market economy. Management (English: management) — management, organization) — special management activity. The state of management affects production efficiency, technical and technological level, and the quality of the labor force. Management is the interaction between the management system and the management object, and its main task is to study modern methods of management, the secrets of the art of leadership.

Management is the process of selection, decision-making and monitoring of its implementation. Its main goal is to train highly qualified managers who can work at all levels in the conditions of market relations. Management is related to socio-economic, socio-legal, cybernetics and other disciplines. First of all, management is closely related to the science of economic theory. It is based on learning economic laws and applying economic methods in the process of management in accordance with them, influencing each employee and team. A number of economic sciences, such as macroeconomics, microeconomics, statistics, labor economics, are also closely related to the science of management. In Uzbekistan, the theoretical foundations of management and its main principles began to be formed during the reign of Amir Temur in the XIV-XV centuries. The state, the army in the work “Temur’s rules” by the great warlord and explained his views on the art of managing others. The theoretical basis of management science is the results of practical experience accumulated over several hundred years various concepts, theoretical ideas, working principles and methods have been developed based on them theoretically. But management as a separate field of science began to take shape in the 19th century. The founder of management science is F. Taylor, an American engineer and researcher. The principles of management were developed by Henri Fayol, a contemporary of Taylor. In 1911, Taylor’s book *Principles of Scientific Management* was published. Its contents were widely embraced by managers around the world. The book described the theory of scientific management: the use of scientific methods to define the “one best way” for a job to be done. Taylor worked at the Midvale and Bethlehem Steel Companies in Pennsylvania. As a mechanical engineer with a Quaker and Puritan background, he was continually appalled by workers’ inefficiencies. Employees used vastly different techniques to do the same job. They often “took it easy” on the job, and Taylor believed that worker output was only about one-third of what was possible. Virtually no work standards existed. Workers were placed in jobs with little or no concern for matching their abilities and aptitudes with the tasks they were required to do. Taylor set out to remedy that by applying the scientific method to shop-floor jobs. He spent more than two decades passionately pursuing the “one best way” for such jobs to be done. Based on his groundbreaking studies of manual workers using scientific principles, Taylor became known as the “father” of scientific management. His ideas spread in the United States and to other countries and inspired others to study and develop methods of scientific management.

All operations carried out in the enterprise are divided into six groups (technical, commercial, financial, property and personal protection, accounting, administrative) and includes management in the 6th group.

The object of management or management is the activity of the enterprise, and its subject is the agencies and their employees performing management work.

Management is handled by qualified specialists who have received special training and are well versed in the rules of management - hired managers - managers. They form a separate social stratum of the population. There are upper (developing the company's strategy), middle (production, sales, pricing, labor organization), and lower (organization of work within the workshop, department, managing the execution of daily, weekly, monthly tasks) links of management. Accordingly, managers are divided into senior, middle and junior managers.

Some studies believe that management is the art of getting the most out of people. Characteristics of excellent management: commitment to activity, research; simple structure and poor staff; proximity to the consumer; the decisive role of a person in ensuring productivity; the right to independent administration that encourages entrepreneurship; primary focus on the main activity; entering a field where you know better than anyone else; combining freedom and strong control. The management system of companies is general management, functional management, financial includes management, marketing, personnel management, production management, scientific and technical management, etc. The evolution of management theory and practice has been expressed in different views. For example, in the 1950s and 1960s, the main focus was on the organizational structure of management, and in the 1960s and 1970s, there was a transition period from strategic planning to strategic management. By the middle of the 20th century, management developed rapidly in Uzbekistan. In 1966, the establishment of the Institute of Cybernetics of the Academy of Sciences of the Republic of Uzbekistan, the theoretical, methodological and applied scientific research conducted under the leadership of Academician V. K. Kabulov became the basis for the development of M. science in the republic. At the end of the 20th century and the beginning of the 21st century, management began to be taught as a special subject in higher educational institutions in Uzbekistan, management studies were launched, and textbooks were written. Management methods. The management method is to influence the managed object through a set of methods and manuals to achieve the goal. Methods are often referred to as methods. "Method" is a Greek word (methodos) which means "to achieve some goal". Management activities are carried out through management methods (methods). The management method organizes the entire activity of the organization and controls its execution in order to achieve the organization's goal. A large number of management methods (methods) and a large number of methodological approaches make it difficult to choose which of these methods to use when defining specific management tasks makes it difficult.

Management helps to effectively use the skills and knowledge of experts and specialists to reduce manpower, material and all related direct and indirect costs. Management maximizes the use of resources by selecting the best alternative uses in the industry. If the resources you use in terms of investments, transportation, labor, etc. are recorded and calculated in advance, there is no reason to increase costs. Better yet, it helps the organization in efficient utilization of manpower and machinery, thereby helping to reduce costs. Management as a function is responsible for the growth and survival of the organization. Management helps organizations adapt to changing market demand / changing needs of societies. Thus, it helps them to thrive even when they experience changes in market trends.

Management fills various positions with the right people with the right skills, training and qualifications. All work should be open to all. A sign of a good management system for an organization is that it helps the organization to perform well financially, as a team and as individuals. Resources are coordinated, directed, and controlled in such a way that the enterprise works to achieve goals. By clearly defining the purpose of the organization, time, money and effort are not wasted.

Management is essential for any organization that wants to be effective and achieve its goals. As we mentioned above, management has four main functions - planning, organizing, leading and controlling. Without these management principles in place, an organization may have difficulty achieving its goals in the first place!

The classic theory of management principles was written by Henri Fayol. He tried to divide management into 14 principles. Having a clear governance structure is critical to any successful organization. Managers' approach is common enough to filter through the entire organization, so exemplary performance by managers is a good example for employees.

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