

## 40 Difference Between Management And Administration

Aspect	Management	Administration
<b>Definition</b>	Planning, organizing, leading, and controlling resources to achieve specific goals and objectives	Overseeing day-to-day operations
<b>Time Focus</b>	Long-term goals and objectives	Short-term task accomplishment
<b>Proactiveness</b>	Proactive	Reactive
<b>Focus</b>	Creating and implementing strategies	Executing strategies
<b>Responsibility</b>	Decision-making	Implementing decisions
<b>Employee Involvement</b>	Developing and guiding employees	Hiring and training employees
<b>Skills</b>	Vision for the organization, strategic thinking, leadership	Understanding day-to-day operations, organizational skills, attention to detail
<b>Targets</b>	Setting targets	Tracking progress towards targets
<b>Goal</b>	Achieving results	Efficiency and productivity
<b>Change</b>	Innovation and change	Stability and maintenance
<b>Skills</b>	Leadership	Organizational skills
<b>Budget</b>	Setting budgets	Managing budgets
<b>Risk</b>	Risk-taking	Risk mitigation
<b>Thinking</b>	Strategic thinking	Operational thinking

<b>Decision-Making Level</b>	Strategic level	Operational level
<b>Problem Approach</b>	Identifying and solving problems	Preventing problems
<b>Accountability</b>	Creating a culture of accountability	Enforcing accountability
<b>Interpersonal Skills</b>	Delegating tasks, inspiring and motivating employees	Communication skills, monitoring and supervising tasks
<b>Time Focus</b>	Planning for the future	Managing the present
<b>Collaboration</b>	Involves collaboration	Involves coordination
<b>Prioritization</b>	Setting priorities	Managing resources to achieve priorities
<b>Creativity vs. Practicality</b>	Requires creativity	Involves practicality
<b>Success Measurement</b>	Measures success	Measures efficiency
<b>Alignment with Goals</b>	Aligns the organization with goals	Ensures the organization is running smoothly
<b>Risk Management</b>	Takes calculated risks	Minimizes risk
<b>Empowerment vs. Compliance</b>	Empowers employees	Ensures compliance with policies and procedures
<b>Communication</b>	Requires strategic communication	Requires clear and concise communication
<b>Relationships</b>	Develops business relationships	Maintains relationships
<b>Time Perspective</b>	Long-term thinking	Short-term thinking

<b>Employee Involvement</b>	Mentoring employees	Managing employee performance
<b>Culture</b>	Fosters a culture of creativity and innovation	Enforces rules and regulations
<b>Vision vs. Execution</b>	Sets a vision for the future	Executes that vision
<b>Flexibility vs. Stability</b>	Requires flexibility	Requires stability
<b>Performance Evaluation</b>	Evaluates performance	Monitors performance
<b>Motivation</b>	Motivates employees	Enforces policies