

Basic Management Functions

- 1. Planning
- 2. Staffing (HRM)
- 3. Organising
- 4. Directing
- 5. Coordinating
- 6. Controlling

Organising

- Organising is the function of creating the
- structure of working relationships, designing
- facility layout, balancing workloads, and
- scheduling work to be performed
- The aim of organisation is to develop a
- framework called “ organisational structure”.

Organising

- What does that mean?
- Relating people and things to each other in such a way that they are combined into a unit capable of being directed toward the company's objectives.
- In short the basic premise of organisation is division of labour.

Fundamental Concepts of Organizing

- Differentiation means that the
- organization is composed of units that work on specialized tasks using different work methods and requiring employees with unique competencies.
- Integration means that the various units must be put back together so that work is coordinated.

Organising

- When organising , a balance must be stricken
- between responsibility and authority.
- Responsibility is the obligation to perform
- certain tasks.
- Authority requires the ability to make
- commitment, use resources, and take whatever
- actions are necessary to perform those tasks.

Organising steps

- 1. Analyze the organisational setting
- 2. Identify the types of work that have to be
- 3. List the skills of each member
- 4. Apply performance standards and standard times
- 5. Divide work to be performed into balanced job for individual worker
- 6. Schedule work
- 7. Coordinate work

Analyze the organisational setting

- a. Review objectives
- b. Establish performance standards
- c. Develop structure of work relationships
- d. Ensure that physical condition are safe and permit efficient operation

Analyze the organisational setting

a. Review objectives

- What is to be accomplished by the supervisor's group.
- Objectives vary by importance --- prioritise
- ---Scheduling
- Otherwise ---- confusion, conflict, and waste

Scheduling

- It is the process of Specifying the activity of a plan,
- The sequence for performing tasks,
- The time frame for completion of each phase of work,
- Deadline for accomplishment work.

Analyze the organisational setting

- B. Establish performance standards You should specify quantity and quality of production , resources consumed, production method.

Analyze the organisational setting

- c. Develop structure of work relationships

Organisational structure is configuration of interpersonal and authority relationships within a work unit

Organizational Structure

- Organization Structure
 1. The set of formal tasks assigned to individuals and departments.
 2. Formal reporting relationships.
 3. The design of systems to ensure effective coordination of employees across departments.

The Elements of Structure

Organization design:

A process in which managers develop or change their organization's structure.

The Elements of Structure

- Work specialization

A component of organization structure that involves having each discrete step of a job done by a different individual rather than having one individual do the whole job.

Chain of Command

- Unbroken line of authority that links all persons in an organization.
- Underlying principles
Unity of Command.

Organising

- The maintenance of unity of command
- Each worker has only one boss
- Work assignment are logically derived
- Employee are assigned tasks based on their skills and work load

Functional Design

- Functional design means grouping managers and employees according to their areas of expertise and the resources they use to perform their jobs.

Functional Structure

