

2) RITUALS:- stuff laid down by the organization which is to be followed religiously.

DECISION MAKING PROCESS

Planning :-

- 1) • long term plan should be 3-5 years.
• short term plan should be max of a year
- 2) • making decision regarding strategic plan. During covid-19 all the management change there plan. Such as universities shifted to online platform.

- 3) • Individual Goals :- when we initially join an organization, we work as a team, boss usually assign individual work, when complete then we move up.

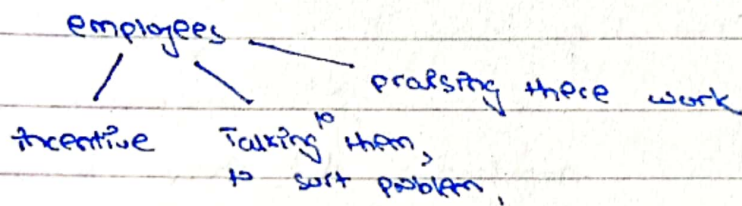
ORGANIZING :-

2) Centralization & De centralization.

- It depend on the tradition of the company.
- Alkaram :- shifted cent. to de-centr. when alkaram faced tough competition.

LEADING

- Leadership qualities. (motivating



- Transformational leadership.

- Employees need to be given flexibility to an extend that they can take decisions regarding particular work, such as if the employees think that doing a particular work will improve the product then they can take it without asking the boss/manager. Managers need to end there bossy attitude.

CONTROLLING

- The best way of controlling employees is ~~APR~~ ~~APR~~ APR. Avoid progress report

- Rule & regulation, which are strictly followed. They are usually mentioned on the wall to inform the employees.

DECISION MAKING STYLE

- Linear decision :- Fact & the ^{& information} ~~in number form~~.
- Non-linear decision :- gut feeling / sixth sense comes with experience.

The combination of linear & non-linear is beneficial in making decision.

- Over-confident :- Extra positive, such as ~~believe~~ too much believing in employees, they might let in to risks.

- Immediate gratification :- looking at short-term rewards as a result they might lose the long-term benefits.

iii) Anchoring :- making decision on limited information.

It is the responsibility on of the manager, not to take a decision on limited info, at time manager need to do some research & find more information.

4) Formatting Bias :- neglecting ^{some of the} the aspects of making a decision & only choosing those aspects which they find benefited to their decision.

5) Confirmation Bias :-

Not learning from the past experience of the organization. Trying to implement your own logic.

6) Self - serving Bias :-

Instead of owning the failure the making blame other factors or employees.

7) Selective perception Biasness

Holding grudges against other managers or someone else, ~~as~~ which result in forgetting the organizational goals etc.

THE CHANGE PROCESS IN ORGANIZATION :-

→ Internal :- In house change.

→ External :- change in product or making of the product e.g. now a day eco-friendly products are favored.

- Government laws.
- Economic factors.

STRUCTURAL CHANGE :-

- Job designing :-
 - Type of employees required.
 - Position
- Job rotation: shifting a particular employee from a position to other due to some reason. (1) Educational upgrade (2) merge position (3) Behaviour

TECHNOLOGICAL :-

- Upgrading software
- Automation automobile sector

PEOPLE / HUMAN CAPITAL :-

→ Organizational development

i) Habits e.g. negativity, late
comer, controversy

ii) Uncertainty

reluctant to work in unfamiliar environment mostly old employees.

iii) Beliefs

In the change process, manager needs to show strong
belief for positive outcome, to lead his team.

GOALS & PLAN

Goals:- what you want to achieve

Plan:- How to achieve those goals.

i) STRATEGIC PLAN:-

ii) OPERATIONAL STRATEGY / GOAL:- Different sections of
the organization have different operational
strategies. These strategies are also made
according to the buyer.

iii) SPECIFIC PLAN:- 6-8 month plan. Plan according
to the available resources.

ii) LONG TERM PLAN :- more than 3 years.

- long term plans are made according to particular country & their culture.

- In long term plan one can add those thing/feature which are very famous / hyped in that country.

vi) SHORT TERM PLAN :- 8-12 month.

vii) DIRECTIONAL PLANS :- flexible plan. changes according to the situation. Such as in Covid-19, the uni shifted to online classes & work from home.

viii) SINGLE USE PLAN :- which are made for a particular project.

ix) STANDING PLAN :- Plans which are made & maintained for years. Such as harassment plan (they remarks for many years), labor laws

MANAGEMENT BY OBJECTIVES

MBO

1) Overall strategies and objectives are formulated. selected people from the organization make these mbo

2) Objectives are allocated among division & department.

3) collaborative sets of plan for different units.

4) action plan :- plan on how to ~~ex~~ execute the plan.

They best way is the employees should be aware of the organizational plan.

5) Revise & Feedback : plan were revised in covid 19. change in plan due to govt laws.

employees & customers provide feedback.

- we can get feedback from employees by observing, moving around the employee.

6)

To frame goal to start an organization : following are some set step

1) Purpose of your business :

who is your target customer. what type of

product.

2) How to use your resources.

Amount of resources owned. Efficient & effective use of resource. Are the resources enough for your target market. Are the resources enough or right to make ur particular product.

3) Fix Cost:

The cost that need to be paid regardless of ur earning. Opening / renting offices. To aware this initially we need to keep our cost low.

→ →

• ways to reduce expenditures / cost in a startup.

- Reduce salary of staff

- Downsizing like receptionist, chair wale etc

- Rent those offices who are low cost.

SCHEDULE:

- All organizer (those who started up the business) should know which time to arrive & how much time to give.

- The person whom they are going to meet should know

- reflexible time

• ~~But~~ Among the organizer team there should always be a experienced one among them preferably retired people.

Project Management:-

• Department management is a long term project, which is span over a wide range including large team such as staff, reception etc.

• Project management is of short term usually of 1 year & some times of up to 3 years. It involves only a team usually 4 to 5 mem & project investigator mostly teacher etc.

Project template-

→ A doc sent to the organization to do project given by org

• Template should include

- catchy phrase

- Team member & their duties

- Time span needed to complete the project.

- resources required. Like space required for team to sit together to work.

- Extra resources: pre software company working on.