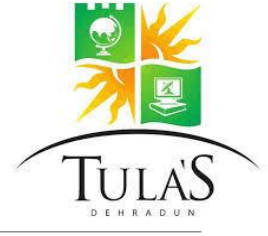


Organizing



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Meaning

Organization is the detailed arrangement of work and working conditions in order to perform the assigned activities in an effective manner.

Definition

“It is the process of identifying and grouping of the works to be performed, defining and delegating responsibility and authority and establishing relationships for the purpose of enabling people to work most efficiently“

- Louis A.Allen

Nature of Organizing

- Division of work
- Common objectives
- Cooperative effort
- Communication
- Rules and regulations
- Dynamic element

Purpose of organizing

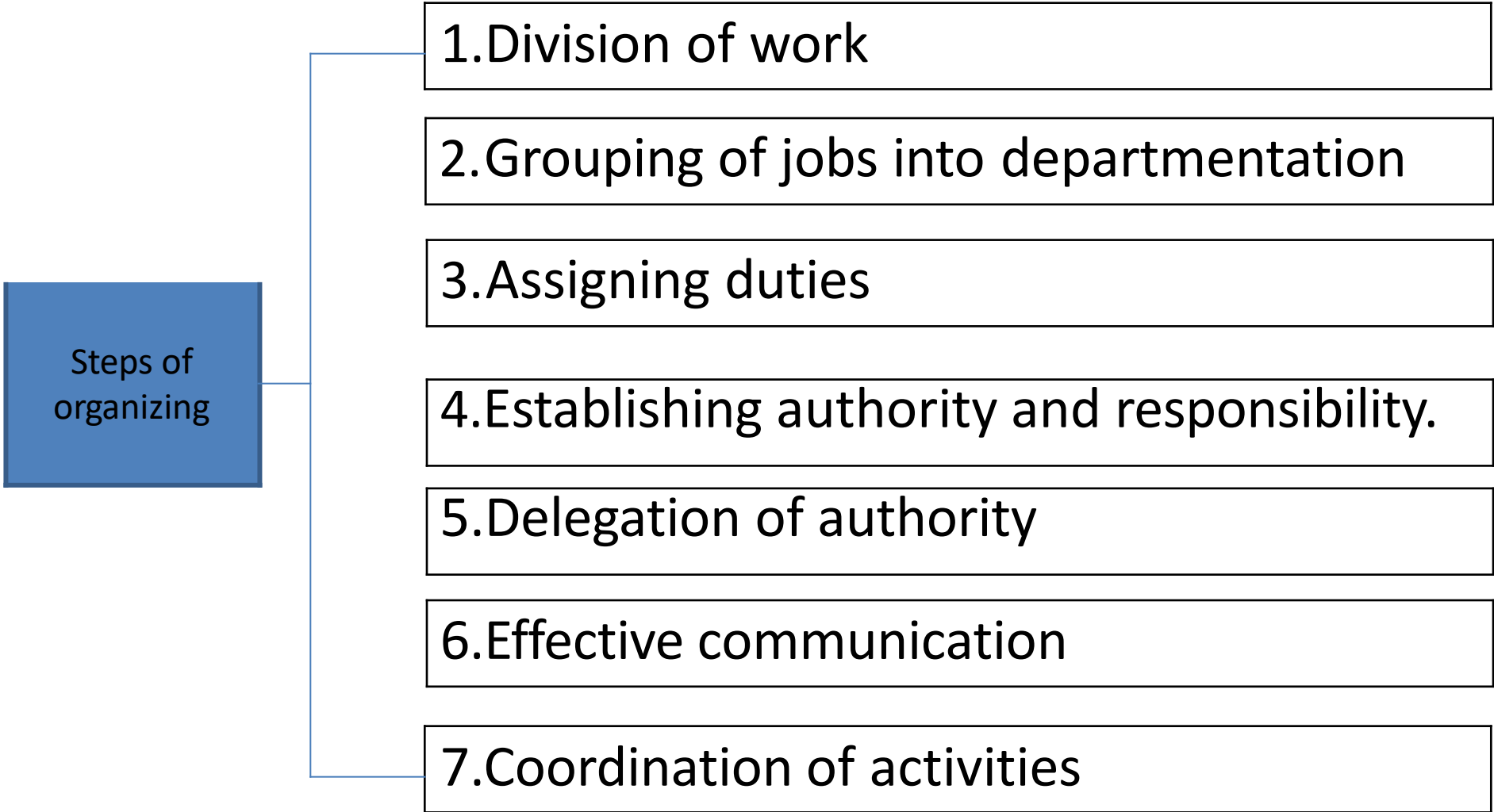
- Coordinates activities
- Cluster job into units
- It ensure optimum use of resource
- Establish relationship among individual groups
- It facilitates growth, creativity

Importance of Organizing

- Specialization.
- Role clarity.
- Clarifies authority and power.
- Avoid duplication of work.
- Coordination.
- Source of support and security.
- Adaptation.
- Promotes human relations.

STEPS IN THE PROCESS OF ORGANIZING

Steps of
organizing



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graph LR; A[Steps of organizing] --- B[1. Division of work]; A --- C[2. Grouping of jobs into departmentation]; A --- D[3. Assigning duties]; A --- E[4. Establishing authority and responsibility.]; A --- F[5. Delegation of authority]; A --- G[6. Effective communication]; A --- H[7. Coordination of activities];
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1.Division of work

2.Grouping of jobs into departmentation

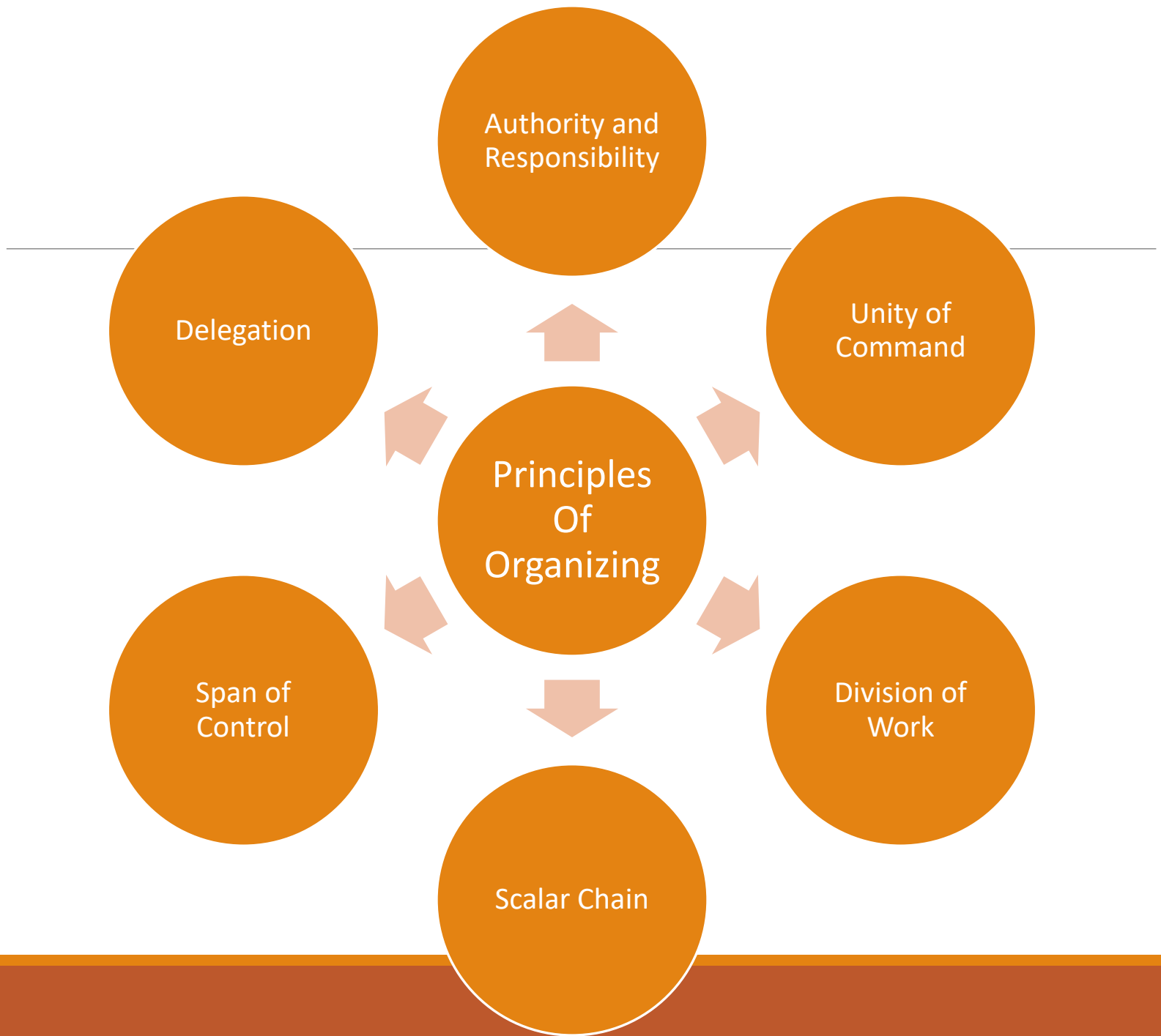
3.Assigning duties

4.Establishing authority and responsibility.

5.Delegation of authority

6.Effective communication

7.Coordination of activities



References

[Organising- An Overview - YouTube](#)

Thank You