

Principles of management

07_ Seven Processes of Scientific Management

1.planning

planning is the primary function of management. nothing can be performed without planning .writing a book starts with planning . planning refers to deciding in advance what will be done in near future.

in the business world the organization has to achieve goals and objectives, in order to achieve these objectives and goals the organization plan:

- what is to be done

- when it is to be done

- how it is to be done

- by whom it is be done

1.planning

the planning function involves the following activities:

1- visualizing the future position of the organization

2-determining objectives

3-selecting the best future course of action

4-formulating policies ,programs ,budgets ,schedules

2- Organizing

Organizing :is the distribution of work in group-wise or section-wise for effective performance. **Organization** provides all facilities which are necessary to perform the work.

the **organization** takes responsibility to create some more departments under different managers.

Hence the organization divides the total work and coordinates all the activities by authority relationship. **Besides, organizing** defines the position of each person in the organization and determines the paths through which communication should flow.

The manager would determine who should report to whom and how.

According to Henry Fayol, “Organization is of two kinds: 1)Organization of human factor, and 2) organization of material factor.

Organization of human factor covers the distribution of work to those who are best suitable along with authority and responsibility.

Organization of material factor covers utilization of raw materials, plant as well as machinery”.

3.staffing

staffing is the important function of management that involves employing the right number of people at the right place with right skills and abilities .

the staffing function involves:

- *Determining human resource requirements of the organization
- *recruiting individuals with required skills and competence
- *providing placement and orientation to individuals
- *providing training and development programs to individuals
- *evaluating the performance of individuals
- *transferring , promoting , laying off individuals

4.Directing

.Directing

refers to a procces in which the managers instruct guide and supervise the performance of employees to achieve predetermind objectives and goals.

the directing function involves the following activities:

- *helping and guiding subordinates to achieve predetermind objectives and goals.

- *ordering and instructing subordinates regarding the work assigned to them.

5.coordinating

5.Coordinating

all the activities are divided group-wise or section-wise under organizing function.

the difficulty of coordinating depends upon the size of the organization. it increasing with the increasing size of the organization

6.Motivating

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includes increasing the speed of performance of a work

Motivating:

is the process of indoctrinating personnel with unity of purpose and need to maintain a continuous and harmonious relationship

7.controlling

.controlling

is the last step of the management process but plays a crucial role

it can be defined as a function through which the actual and desired output is measured

the main steps in control function include:

- * Establishing performance standards.
- *Measuring actual performance .
- *Determining the gab between set standards and achieved performance .
- *Talking corrective measures.