



# GENERAL ADMINISTRATIVE MANAGEMENT

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# Introduction

- **Management is the process of getting things completed effectively and efficiently with and through other people.**



# Statement of the Problem

- **What are the five elements of administration?**
- **What are the fourteen principles of administration?**



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graph LR; HF[Henri Fayol] --> GAT[General Administrative Theorists]; MW[Max Weber] --> GAT
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**Henri Fayol**

**Max Weber**

**General  
Administrative  
Theorists**

# General Administrative Theory

- **General administrative theorists**
  - Writers who developed general theories of what managers do and what constitutes good management practice
  - Henri Fayol (France)
    - *Fourteen Principles of Management:* Fundamental or universal principles of management practice
  - Max Weber (Germany)
    - Bureaucracy: Ideal type of organization characterized by division of labor, a clearly defined hierarchy, detailed rules and regulations, and impersonal relationships

# HENRI FAYOL

- **Henri Fayol (1841-1925)**
  - General and Industrial Management
  - Principles and Elements of Management
  - how managers should accomplish their managerial duties
  - PRIMARY FOCUS: Management
  - (Functions of Administration)
  - More Respect for Worker than Taylor
    - Workers are motivated by more than money
    - Equity in worker treatment
  - More PRESCRIPTIVE





# Fayol's Administrative Theory

- **Five Elements of Management -- Managerial Objectives**
  - Planning
  - Organizing
  - Command
  - Coordination
  - Control
- **Keep machine functioning effectively and efficiently**
- **Replace quickly and efficiently any part or process that did not contribute to the objectives**

# Fayol's Principles of Management

## 1. Division of Labor:

- Specialization allows individual to build up experience and continuously improve his skill. Thereby he can be more productive.





# Fayol's Principles of Management

## 2. Authority and Responsibility

➤ Authority is the right to give orders, and responsibility is its essential counterpart.

➤ Whenever authority is exerted , responsibility arises.





# Fayol's Principles of Management

## ***3. Discipline***

- **Upholding discipline is a core activity when running an organization, although its form varies across organizations.**
- **Management can sanction employees with warnings, penalties, demotions or even dismissals.**



# Fayol's Principles of Management

## 4. Unity of Command

- An employee must receive order from one superior only

## 5. Unity of Direction

- Each group of activities having one objective should be unified under one plan and leader



# Fayol's Principles of Management

## **6. Subordination of Individual Interest to the Common Interest**

**The interest of the majority take precedence over the interest of the individual.**

## **7. Remuneration of Personnel**

- to maintain their loyalty and support , workers must be given fair wage for the services rendered.**



# Fayol's Principles of Management

## **8. Centralization**

- **The degree to which authority rests at the top of the organization**

## **9. Scalar Chain/ Line of Authority**

- **Chain of supervision that connects from top to bottom**

# Fayol's Principles of Management

## **10. Equity**

- **The provision of justice and the fair and impartial treatment of all employees.**

## **11. Order**

- **The arrangement of employees where they will be of the most value to the organization and to provide career opportunities.**



# Fayol's Principles of Management

## **12. Initiative**

- **The fostering of creativity and innovation by encouraging employees to act on their own.**

## **13. Stability of Tenure of Personnel**

- **Long-term employment is important for the development of skills that improve the organization's performance.**



# Fayol's Principles of Management

## **14. Esprit de corps**

- **Comradeship, shared enthusiasm foster devotion to the common cause (organization).**





# Fayol's Administrative Theory

- **Fourteen Principles of Management (Tools for Accomplishing Objectives)**
  - Division of work - limited set of tasks
  - Authority and Responsibility - right to give orders
  - Discipline - agreements and sanctions
  - Unity of Command - only one supervisor
  - Unity of Direction - one manager per set of activities
  - Subordination of Individual Interest to General Interest
  - Remuneration of Personnel - fair price for services
  - Centralization - reduce importance of subordinate's role
  - Scalar Chain - Fayol's bridge
  - Order - effective and efficient operations
  - Equity - kindness and justice
  - Stability of Tenure of Personnel - sufficient time for familiarity
  - Initiative - managers should rely on workers' initiative
  - Esprit de corps - "union is strength" "loyal members"