GENERAL ADMINISTRATIVE MANAGEMENT

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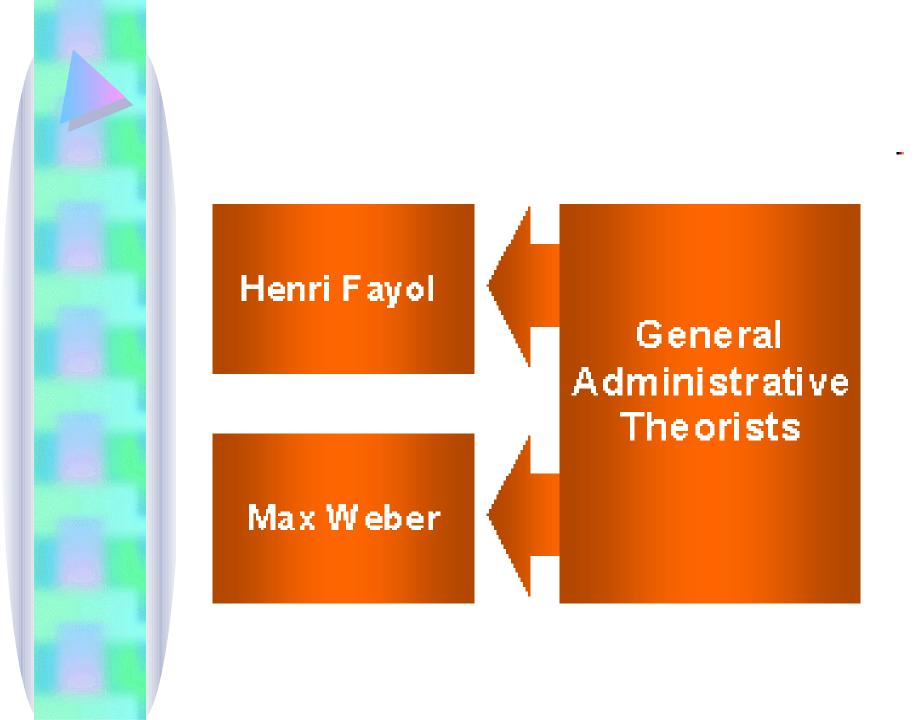
Educational Management

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 principl



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

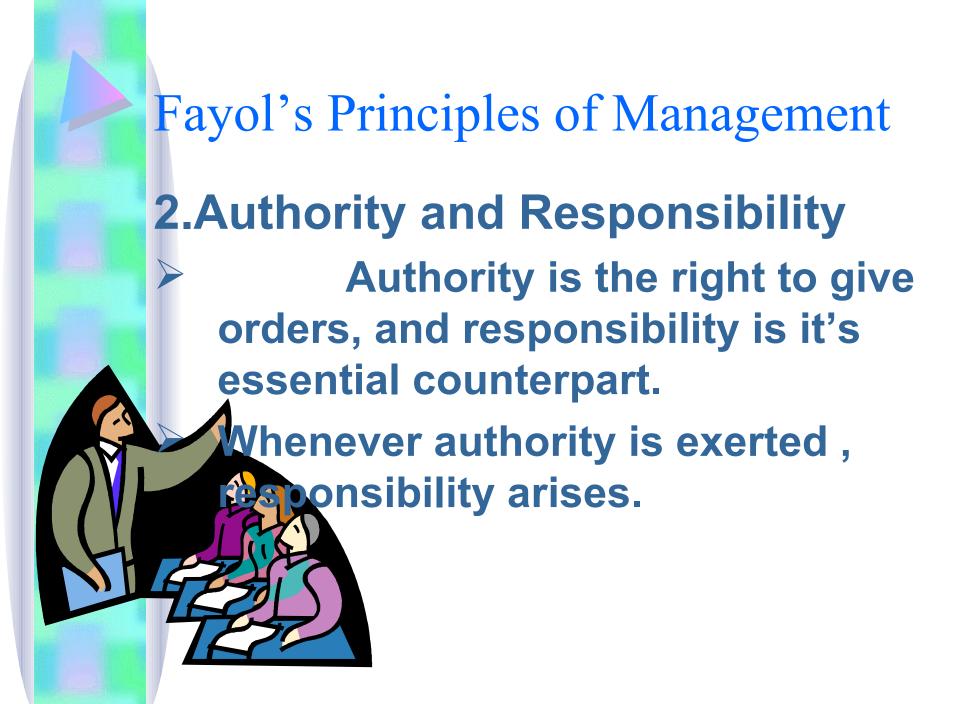


Fayol's Administrative Theory

- 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

1. Division of Laboration

Specialization altays inclividual to build up experience and continuously improve his skill. Thereby he can be more productive.



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.



- 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 plantant leader

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.

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

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.

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.

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 kindliness 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"