

Organizing: Elements of Organizing and processes

It is often said that good people can make any organization structure work. Some people even assert that vagueness in organization is a good thing in that it forces team work, since people know that they must cooperate to get anything done. However these can be no doubt that good people and those tokes want to cooperate will work together mast effectively if they know the parte they are to play in any team operation and the way their soles relate to one another. Designing and maintaining these systems of roles is hasically the managerial function of organizing.

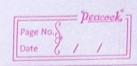
Too the organizational role to exist and be meaning ful to people, it must in corporate (1) verificable objectives, which are a major part of planning; (2) a clear idea of the major dutie, or active ties involved and (3) an understood area of discretion or authority so that the person filling the role knows what he are she can do to accomplish goals. In addition, to make a role work out effectively, provision should be made for supplying needed information and other tools

necessary for performance in that sole.

It is in this sense that we think of organizing

\* The identification and classification of sequested

\* The grouping of activities necessary for attaining objectives.



\* The assignment of each group to a manager with a authority (delegation) necessary to supervise it:

\* The provision for coordination horizontally (on the same as similar organizational lavel) and vertical (eg. between corporate head quarter, division and department) in the organization structure.

An organization structure should be designed to classify who is so do what tasks and who is responsible for color results in order to remove obstacles to performance caused by confusion and uncestainty of assignment and so purnish decision making and communication networks reflecting and supporting enterprish objectives.

Elements of Organizing

The four common elements of organizong includes

1. Common Purpose: An organization without a clear

purpose or mission soon begins to drift and

on become disorganized. A common purpose unificant

employees or members and gives every one and

on understanding of the organizations direction

Ensuring that the common purpose is effectively

communicated aiross organizations (particular

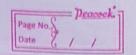
large organizations with many moving parts is a

central task for managers. Managers communicate

this purpose by educating all employees on the

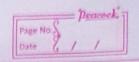
general strategy, mission slate mond, values and

Short term objectives of the organization.



2. Coordinated Effort! Coordinating effort involves working together in a way that maximizes resources. The common purpose is achieved through the coordinated effort of all individuals and groups within an alganization. The act of cooldinating organizational effort is perhaps the most important responsibility of managers because it motivate and distribute human resources to capture value. 3. Division of Labor: Division of labor is also known as work specification for greater efficiency. It invalves delegating specific parts of a broades task to different people within the organization hased upon their particular abilities and Skills. Using division of labor, an organization can parcel out a complex work effort for specialists to perform. By systematically dividing complex tasks into specialized jobs, an organization sesses its human resources more efficiently.

4. Hierarchy of Authority: Hierarchy of authority is estentially the chain of command - a control mechanism for making seve the right people do the right time. While there are a wyde variety of organizational structure, hierarchy in decision-making is a critical factor for success. Knowing who will make decisions under what circumstance enables organizations to be a gile, while ambiguity of authority can often slow the decision making process. Authority enables organizations to set direction and select strategies which can in turn enable a common purpose.



Process of organizing

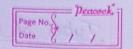
One of the most important functions of management, organizing follows a meticulous process. The following are the Steps in the process of organizing

- 1. Ideal fying the work: The obvious fish step in the process of organizing is to idealify the work that has to be done by the organization. This is the ground level from which it will begin. So the managery need to identify the work and the tark to be done to active the goals of the organization.

  I denlification of work helps avoid mis communication, overlapping of responsibilities and washage of time and effort.
- 2- Grouping of work: for the sake of a smooth flow of work and smooth functioning of the organization, similar tasks and activities should be grouped together. Hence we create department, within the company and division within each department. Such an organization make the functioning of the company way more systematic.

Depending on the tize of the organization and The volume of work, an organization can have several department and division. And every department has a manager representing them at the lop level of the management.

are dubbed under one manager.



3. Establish Hierarchy: The next step in the process of organizing is to establish the reporting relationships for all the individuals employees of the company. So a manager establishes the vertical and horizontal relationships of the company.

performances of all the employees in a timely marmer. So if rectification need to be made, they can be made immediately.

Pelegation of authority: Authority is basically the right an individual has to all according to his wishes and extract objectionice from the others. So when a manager is assigned certain duties and responsibilities he must also be delegated authority to carry out such duties effectively.

he will not be able to perform the task and activities that are necessary. So we must always assign authority and clearly specify the boundries of the duties and the authority which has been delegated.

5. Coordination: Finally, the manager must ensure that all activities carried out by various imployers and groups are well coordinated. Otherwise, it may lead to conflicts beforeen employers, duplication of work and wastage of time and efforts. He must ensure all the departments are carrying out their specialized tasks and there is harmony in their activities. The ultimate aim is to ensure that the goel of the arganization is fullfilled falfilled.