



ORGANIZATIONAL STRUCTURES AND PERSONAL MANAGEMENT

Session 1

DEFINITION OF ORGANIZATION

- An **organization** is a group of people who work together. Organizations exist because people working together can achieve more than a person working alone.



DEFINITION OF MANAGEMENT

- **Management** means directing and controlling a group of people or an organization to reach a goal. Management often means the deployment and manipulation of human resources, financial resources, technological resources and Material resources

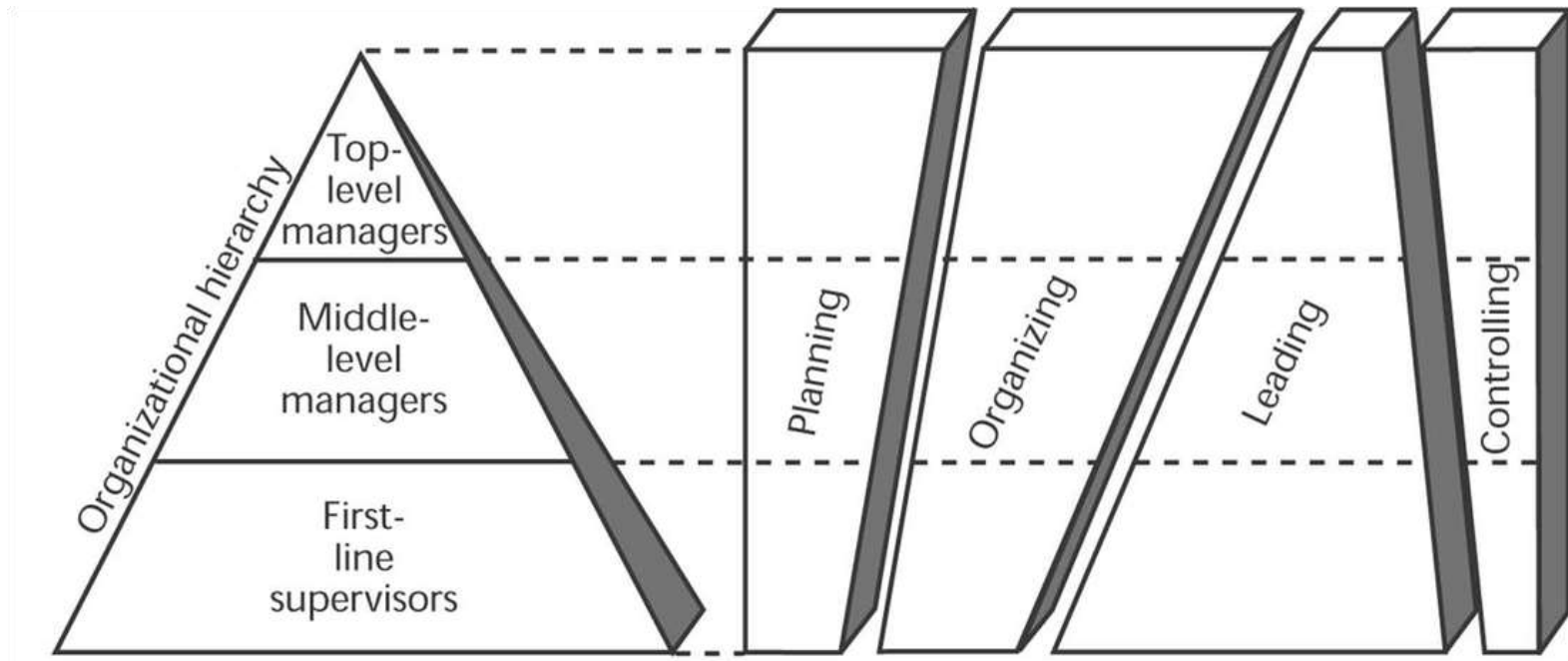


THE FUNCTIONS OF MANAGEMENT

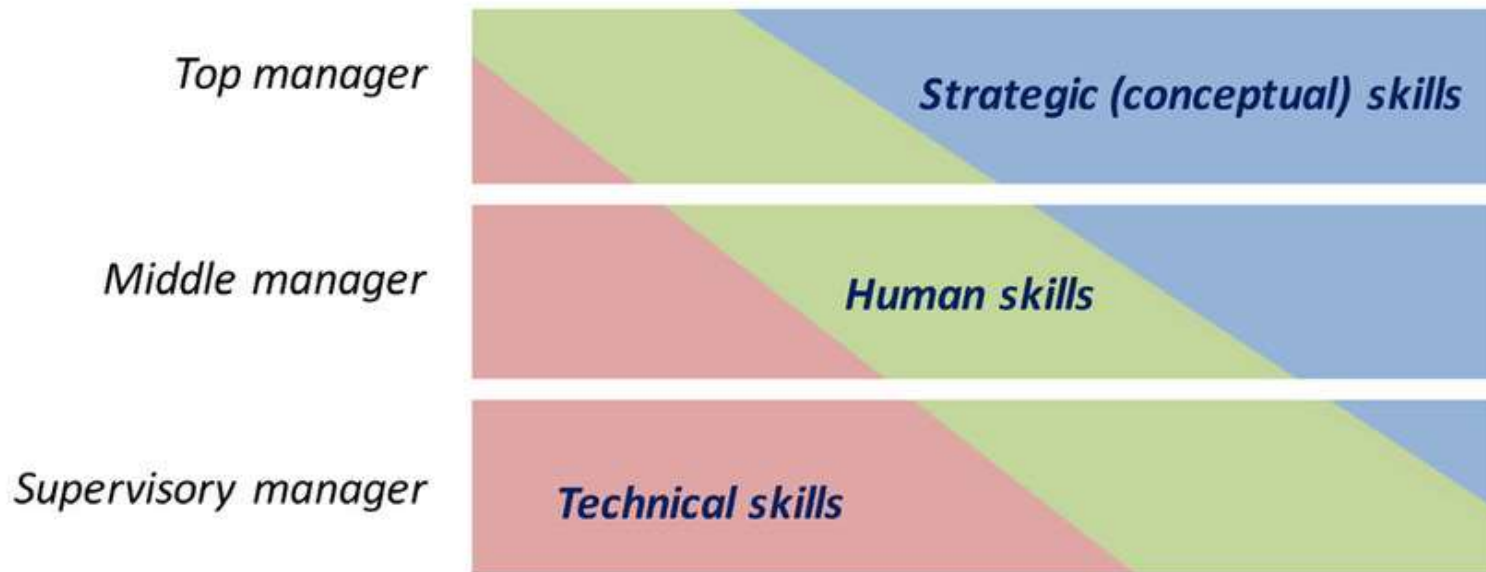
- Planning
- Organizing
- Staffing
- Leading
- Controlling



MANAGERIAL FUNCTIONS AT DIFFERENT ORGANIZATIONAL LEVELS



MANAGERIAL SKILLS AND THE ORGANIZATIONAL HIERARCHY



THE GOALS OF ALL MANAGERS AND ORGANIZATIONS

- To create a surplus, by establishing an environment in which people can accomplish group goals with least amount of time, money, materials and personal dissatisfaction.



TECHNOLOGY-GLOBALIZATION- ENTREPRENEURSHIP

- To be successful in the 21st century, companies must take advantage of the new information technology, globalization and entrepreneurship



PRODUCTIVITY

$$\text{PRODUCTIVITY} = \frac{\text{Output}}{\text{Input}}$$

$$\text{PRODUCTIVITY} = \frac{\text{What you get}}{\text{What you put in}}$$

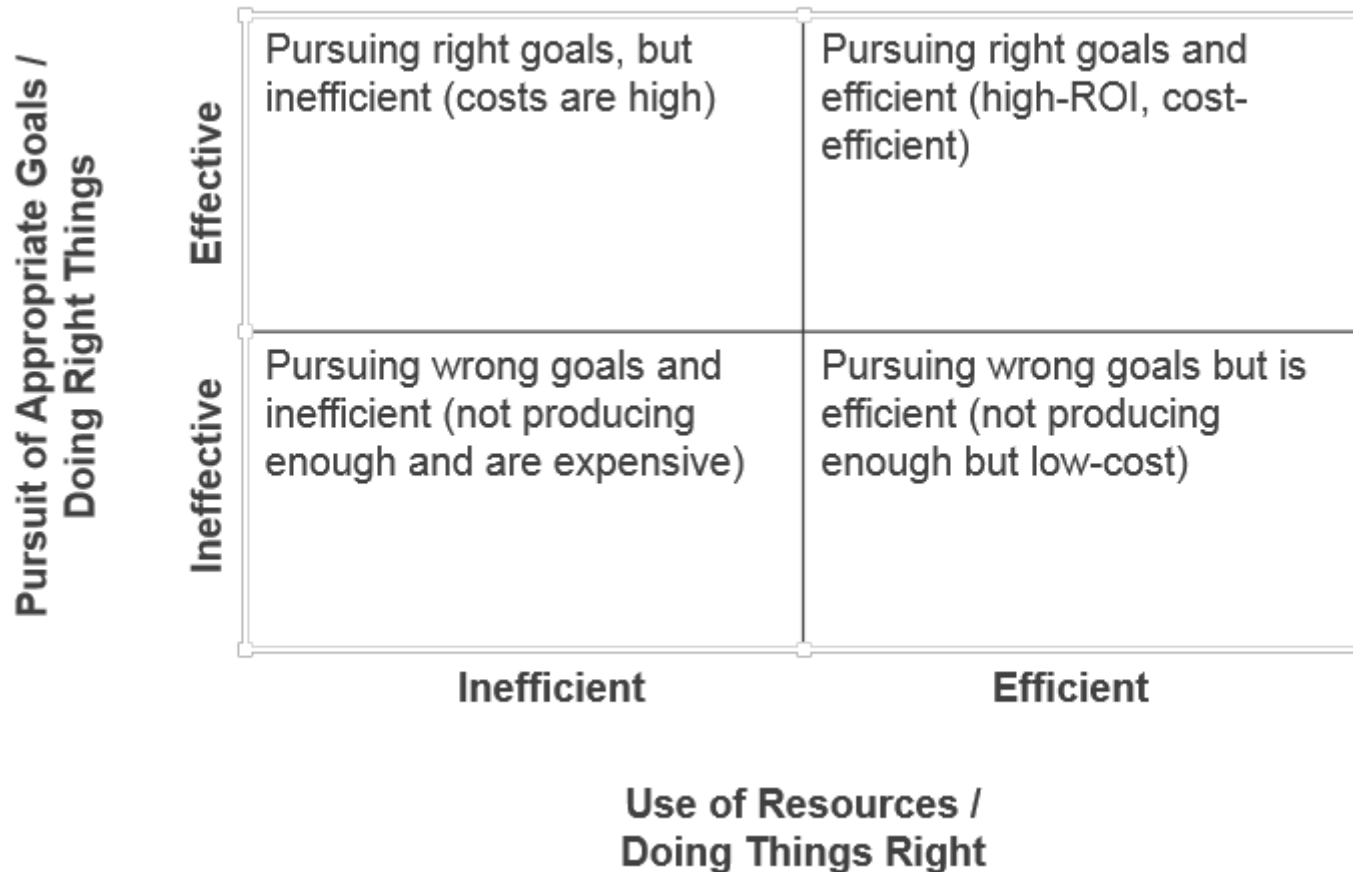
PRODUCTIVEANDFREE.COM

Productivity can be improved by

- 1) Increasing outputs with the same inputs
- 2) Decreasing inputs but maintaining the same outputs, or
- 3) Increasing outputs and decreasing inputs to change the ratio favorably



EFFECTIVENESS AND EFFICIENCY



MANAGING SCIENCE OR AN ART?

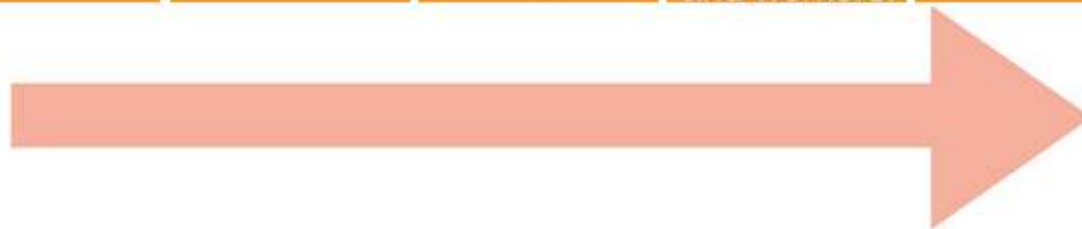
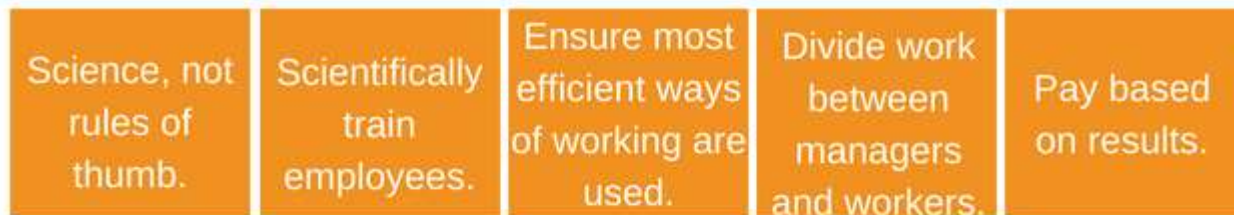
- Managing as a practice is an art; the organized knowledge underlying the practice may be referred to as a science.
- A manager to be successful in his profession must acquire the knowledge of science and the art of applying it.



THE EVOLUTION OF MANAGEMENT THOUGHT















- Frederick Taylor's scientific management(Father of Scientific Management)

Taylor's Scientific Management



14 Principles of Management by Henri Fayol

toolshero

1		Division of work	8		The Degree of Centralization
2		Authority and Responsibility	9		Scalar Chain
3		Discipline	10		Order
4		Unity of Command	11		Equity
5		Unity of Direction	12		Stability of Tenure of Personell
6		Subordination of Individual Interest	13		Initiative
7		Remuneration	14		Esprit de Corps

- Elton Mayo and F.J.Roethlisberger and the Hawthorne studies(At Hawthorne plant of Western Electric Company)
- 1. Illumination Experiments(1924-27)(Amount of light at the work place-physical factor)



2. Relay Assembly Test Room Experiments(1927-28)(Productivity increased-division of work to smaller groups, two five-minute rests to ten minutes, Productivity decreased-five minutes rest but frequency increased, Productivity Increased-two ten minutes break with food provided, cutting work hours to an hour). They were made to work back to normal. Absenteeism decreased, morale increased and less supervision



3. Mass Interviewing Programme(1928-30)



4. Bank Wiring Observation Room Experiment(1931-32)



- It was concluded that social relationship among workers, participation in decision-making, etc. had a greater effect on productivity than working conditions.

