

ORGANIZING

Introduction

- Organizing is the function of management that involves developing an organizational structure and allocating human resources to ensure the accomplishment of objectives.
- Decisions made about the structure of an organization are generally referred to as organizational design decisions.
- Organizing also involves the design of individual jobs within the Organization.



Introduction

- Decisions must be made about the duties and responsibilities of individual jobs, as well as the manner in which the duties should be carried out.
- Decisions made about the nature of jobs within the organization are generally called “job design” decisions.



Organising: Definition

- “Organising is the process of defining and grouping the activities of the enterprise and establishing authority relationships among them” – *Theo Haimman*
- “To organise a business is to provide it with everything useful to its functioning: raw materials, machines and tools, capital and personnel”. – *Henry Fayol*
- “Organising is the establishing of effective authority relationships among selected work, persons and work places in order for a group to work together efficiently”. – *G. R. Terry*

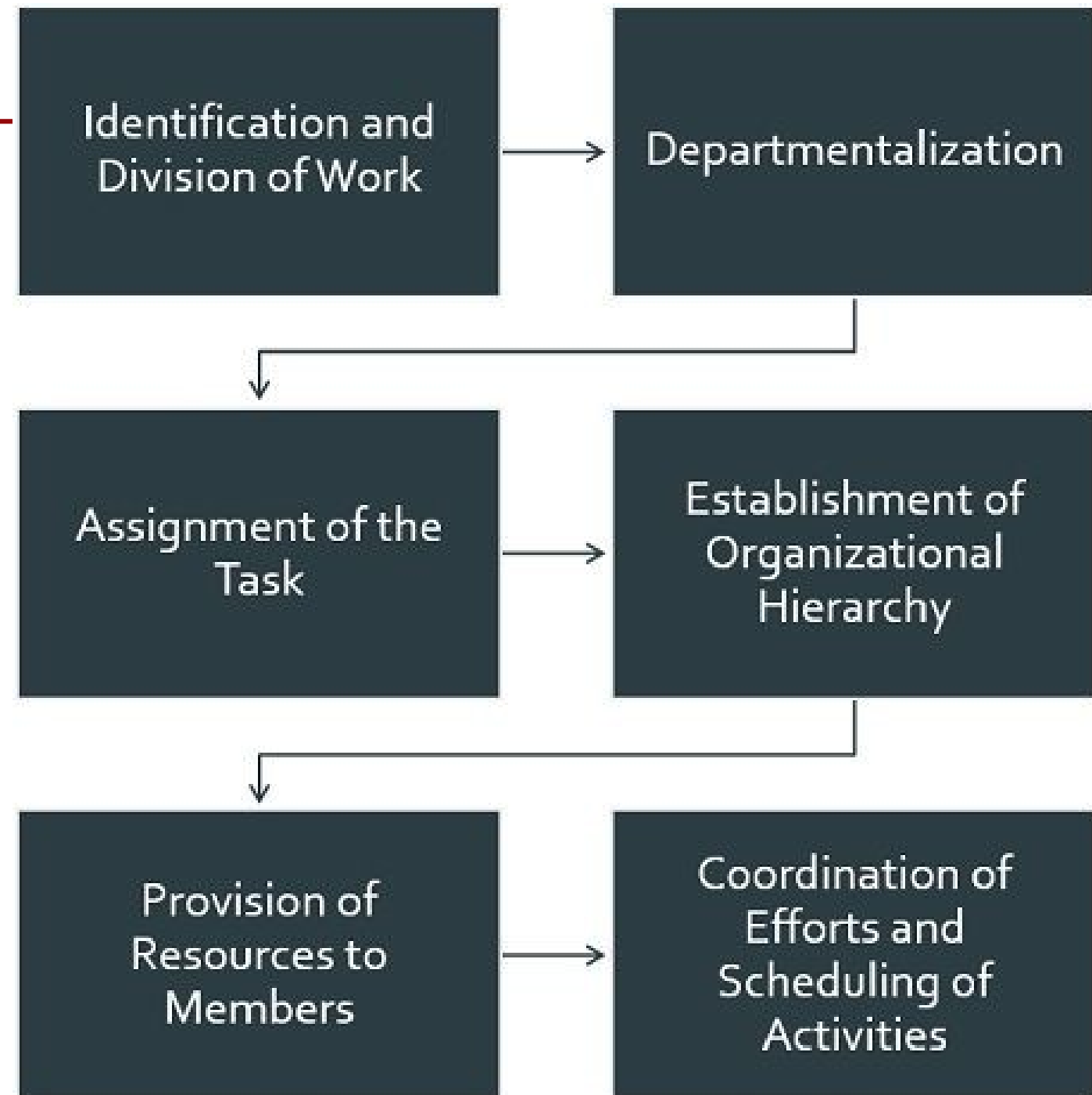
Characteristics of Organizing



Characteristics of Organizing

- **Division of Labour:** Work is assigned to the employee who is specialised in that work.
- **Coordination:** Different members of the organisation are given different tasks to perform when all the tasks are put together logically and sequentially, it results in the objectives, so coordination is required.
- **Objectives:** Objectives need to be specifically defined.
- **Authority-Responsibility Structure:** For an effective authority responsibility structure, the position of each manager and executive is specified, as per the degree of the authority and responsibility assigned to them, while performing the duties.
- **Communication:** The techniques, flow and importance of communication must be known to all the members.

Process of Organizing



Importance of Organizing

- Creation of organisational structure with suitable personnel
- Designing specific roles to eliminate ambiguity
- Defining inter-relationship among personnel for productive cooperation
- Clarifying authority and responsibility for results and logical grouping of activities.

Organising as a Process

- Organising is a chain of various functions.
- It includes getting information about objectives, deciding various activities and grouping them, determining important activities, allowing authority and responsibility, etc.
- Organising is related to human beings and human conduct is deeply affected by the conditions of work, their competency and capability, changes in the internal and external environment of the organisation.
- The process of organising has also to be changed according these changes.
- Hence, organising as a process can also be described as dynamic element.

Organising as a Structure of Relationship

- Under this various posts are created or established and the mutual relationship of employees working on various posts, their authorities and responsibilities are defined.
- Relationship lays down as to who is the superior and who is the subordinate.
- Various posts in different departments of the organisation are mostly permanent.
- Therefore, organisation as a structure of relationship is called static element.
- As a structure of relationship organisation can be of two types:
 - Formal Organisation
 - Informal Organisation