

# Fayol's 14 Principles of Management

Fayol's principles are listed below:

1. **Division of Work** – When employees are specialized, output can increase because they become increasingly skilled and efficient.
2. **Authority** – Managers must have the authority to give orders, but they must also keep in mind that with authority comes responsibility.
3. **Discipline** – Discipline must be upheld in organizations, but methods for doing so can vary.
4. **Unity of Command** – Employees should have only one direct supervisor.
5. **Unity of Direction** – Teams with the same objective should be working under the direction of one manager, using one plan. This will ensure that action is properly coordinated.
6. **Subordination of Individual Interests to the General Interest** – The interests of one employee should not be allowed to become more important than those of the group. This includes managers.
7. **Remuneration** – Employee satisfaction depends on fair remuneration for everyone. This includes financial and non-financial compensation.
8. **Centralization** – This principle refers to how close employees are to the decision-making process. It is important to aim for an appropriate balance.
9. **Scalar Chain** – Employees should be aware of where they stand in the organization's hierarchy, or chain of command.
10. **Order** – The workplace facilities must be clean, tidy and safe for employees. Everything should have its place.
11. **Equity** – Managers should be fair to staff at all times, both maintaining discipline as necessary and acting with kindness where appropriate.
12. **Stability of Tenure of Personnel** – Managers should strive to minimize employee turnover. Personnel planning should be a priority.
13. **Initiative** – Employees should be given the necessary level of freedom to create and carry out plans.
14. **Esprit de Corps** – Organizations should strive to promote team spirit and unity.