

Making planning effective

- Coordination
- Communication.
- participation.
- Proper environment.

Planning skills

- Ability to think ahead.
- Ability to define objectives of the organization.
- Ability to forecast future trends.
- Ability to frame correct strategies.
- Ability to implement and monitor the strategies.

Organisation

- ▶ Organisation is the process of identifying and grouping of work to be performed. Defining and delegating responsibility and authority, and establishing relationships enabling people to work most effectively for achieving the objectives of the organization.
- ▶ Organisation involves division of labor and functions, establishing hierarchy of authority.



You

