

ORGANISING



INTRODUCTION

Once a plan has been created, a manager can begin to organize. Organizing involves assigning tasks, grouping tasks into departments, delegating authority, and allocating resources across the organization. During the organizing process, managers coordinate employees, resources, policies, and procedures to facilitate the goals identified in the plan. Organizing is highly complex and often involves a systematic review of human resources, finances, and priorities.



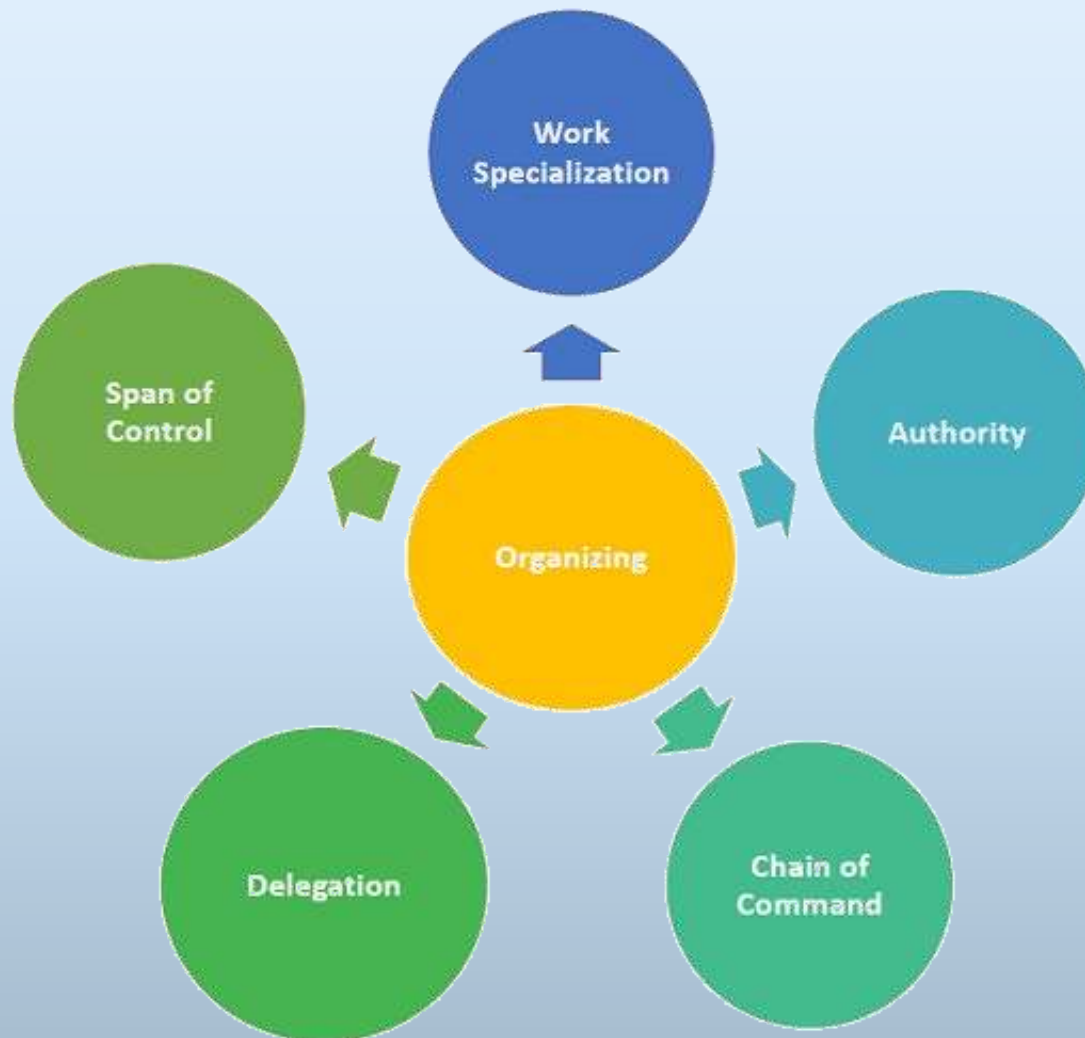
DEFINITION

"Organising is the process of defining and grouping the activities of the enterprise and establishing the authority relationships among them." **Theo Haimann**

"Organising is the process of identifying and grouping the work to be performed, defining and delegating responsibility and authority and establishing relationships for the purpose of enabling people to work most effectively together in accomplishing objectives." **Louis Allen**



PRINCIPLE OF ORGNIZING



Work Specialization

- Also called **division of labor**, work specialization is the degree to which organizational tasks are divided into separate jobs. Each employee is trained to perform specific tasks related to their specialized function.

Authority

- Authority is the legitimate power assigned to a manager to make decisions, issue orders, and allocate resources on behalf of the organization to achieve organizational objectives.
- Authority is within the framework of the organization structure and is an essential part of the manager's job role. Authority follows a top-down hierarchy. Roles or positions at the top of the hierarchy are vested with more formal authority than are positions at the bottom.



Chain of Command

- The chain of command is an important concept to build a robust organization structure. It is the unbroken line of authority that ultimately links each individual with the top organizational position through a managerial position at each successive layer in between.

Delegation

- Another important concept closely related to authority is delegation. It is the practice of turning over work-related tasks and/or authority to employees or subordinates. Without delegation, managers do all the work themselves and underutilize their workers. The ability to delegate is crucial to managerial success.

Span of Control

- Span of control (also referred to as Span of Management) refers to the number of employees who report to one manager. It is the number of direct reportees that a manager has and whose results he is accountable for.
- Span of control is critical in understanding organizational design and the group dynamics operating within an organization. Span of control may change from one department to another within the same organization.

ORGANIZING PROCESS

- **Review plans and objectives.**

Objectives are the specific activities that must be completed to achieve goals. Plans shape the activities needed to reach those goals. Managers must examine plans initially and continue to do so as plans change and new goals are developed.

- **Determine the work activities necessary to accomplish objectives.**

Although this task may seem overwhelming to some managers, it doesn't need to be. Managers simply list and analyze all the tasks that need to be accomplished in order to reach organizational goals.

- **Classify and group the necessary work activities into manageable units.**

A manager can group activities based on four models of departmentalization: functional, geographical, product, and customer.

- **Assign activities and delegate authority.**

Managers assign the defined work activities to specific individuals. Also, they give each individual the authority (right) to carry out the assigned tasks.

- **Design a hierarchy of relationships.**

A manager should determine the vertical (decision-making) and horizontal (coordinating) relationships of the organization as a whole. Next, using the organizational chart, a manager should diagram the relationships.



DEPARTMENTATION BY DIFFERENT STRATEGIES

Departmentation by Function:

- Similar activities of a business are grouped into major departments or divisions under an executive who reports to the chief executive.

Merits of Departmentation by Function:

- It suits well the small enterprises for creating major departments.
- It promotes specialization.
- It economizes operations and makes possible the adoption of logical and comprehensible structure.



Departmentation by Product

In a multiproduct organisation the departmentation by product most suits. Here the activities are grouped on the basis of produce or product lines. All functions related to particular product are brought together under the umbrella of product manager.

Merits of Departmentation by Product:

- Each product division can be taken as a viable profit centre for accountability purposes. The performance of individual products can be easily accessed to distinguish between profitable and unprofitable products.
- Marketing strategy becomes more pragmatic.
- Top management is relieved of operating task responsibility and can concentrate on such centralized activities as finance, research etc.
- It facilitates decentralization.



Departmentation by Territory:

It is suitable for organisations having wide geographical market such as pharmaceuticals, banking, consumer goods, insurance, railways etc. Here, the market is broken up into sales territories and a responsible executive is put in charge of each territory. The territory may be known as district, division or region.

Merits of Departmentation by Territory:

- 1. It helps in achieving the benefits of local operations such as local supply of materials & labour, local markets etc.
- 2. Full attention can be paid to local customer groups.
- 3. A regional division achieves a better co-ordination and supervision of activities in a particular area.
- 4. It helps in reducing transportation and distribution costs.
- 5. It facilitates the expansion of business to different regions.



Departmentation by Customers

This type of classification is adopted by enterprises offering specialized services. To give the attention to heterogeneous groups of buyers in the market, marketing activities are often split into various several parts.

Merits of Departmentation by Customers:

- The main advantage of following this type of departmentation is that particular needs of the particular- customers can be solved.
- Benefits of specialization can be obtained.



Departmentation by Process:

The production function may be further subdivided on the basis of the process of production when the production process has distinct activity groups, they are taken as the basis of departmentation.

Merits of Departmentation by Process:

- It provides economy of operation
- The benefits of specialization are available.
- Efficient maintenance of equipment's is possible.
- It simplifies supervision and plant layout.

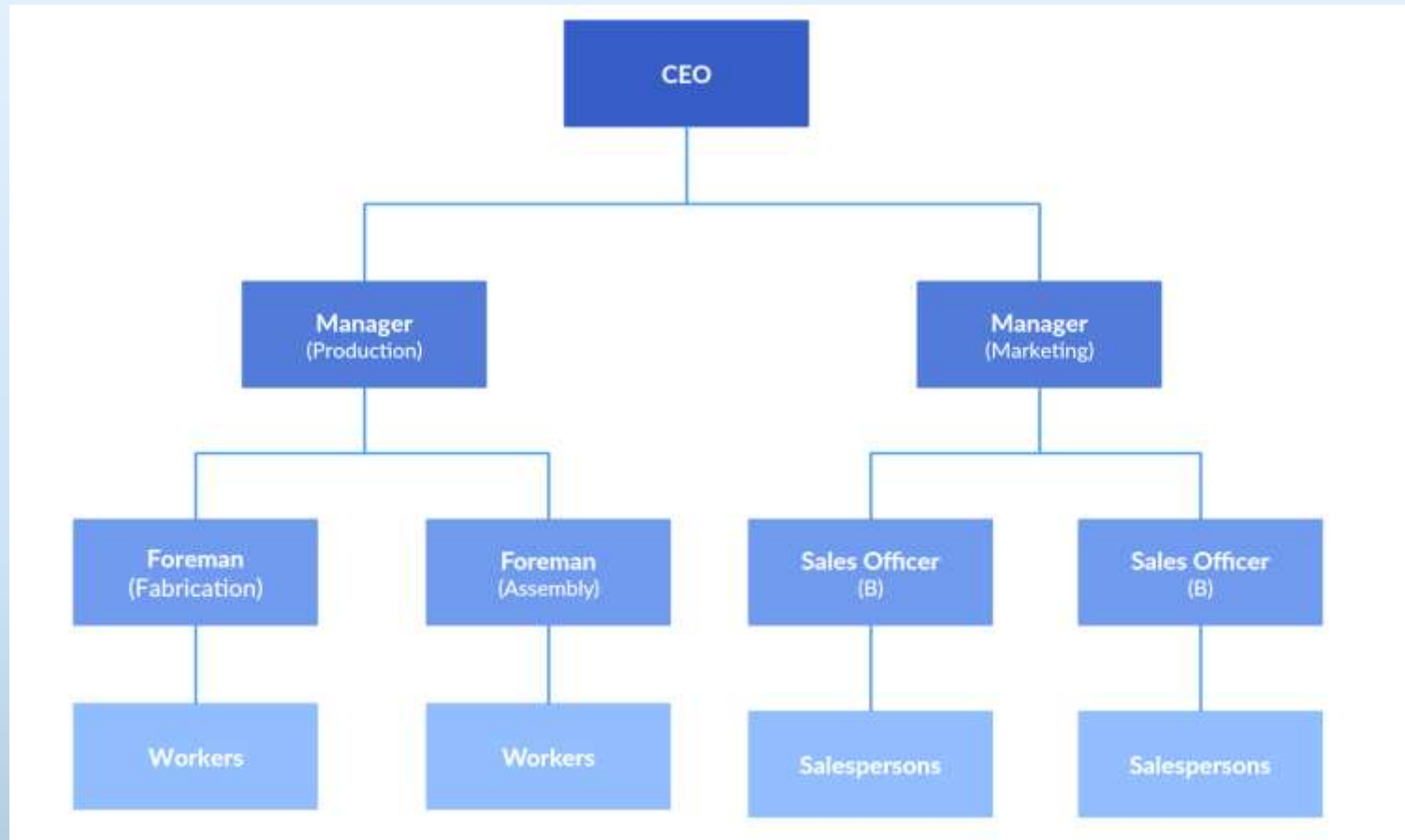


ORGANIZING STRUCTURE

- What Is an Organizational Structure?
- An organizational structure is a system that outlines how certain activities are directed in order to achieve the goals of an organization. These activities can include rules, roles, and responsibilities.



ORGANIZING STRUCTURE



TYPES OF ORGANIZATION STRUCTURE

- Functional Organizational Structure
- Product-Based Divisional Structure
- Market-Based Divisional Structure
- Geographical Divisional Structure
- Process-Based Structure
- Matrix Structure
- Circular Structure
- Flat Structure
- Network Structure



STAFFING

Staffing is the function by which managers build an organisation through the recruitment, selection, development, of individuals as capable employees. The staffing function of management consists of few interrelated activities such as planning of human resource, recruitment, selection, placement, training and development, remuneration, performance appraisal, promotion and transfers. All these activities make up the elements of the process of staffing

DEFINITION

Staffing can be defined as one of the most important functions of management. It involves the process of filling the vacant position of the right personnel at the right job, at right time. Hence, everything will occur in the right manner.



RECRUITMENT

Recruitment is a process of finding and attracting the potential resources for filling up the vacant positions in an organization. It sources the candidates with the abilities and attitude, which are required for achieving the objectives of an organization.



SELECTION

Selection is the process of picking or choosing the right candidate, who is most suitable for a vacant job position in an organization. In others words, selection can also be explained as the process of interviewing the candidates and evaluating their qualities, which are required for a specific job and then choosing the suitable candidate for the position.



MANPOWER PLANNING

Manpower Planning which is also called as Human Resource Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization. Human Resource Planning has got an important place in the arena of industrialization. Human Resource Planning has to be a systems approach and is carried out in a set procedure.



Human Resource Planning Process



THANK YOU !

