

Week 1

Management and organization

Management Definition

Management is defined as an act (process) of managing people and their work, for achieving a common goal by using the organization's resources.

Manager Definition

manager is a person who exercises managerial functions primarily to achieve the organization goals.

Organization Definition

Organization is an entity (social unit) for a collecting of resources and individuals who joint together to achieve some common goals and objectives.

Organization Resources

Organization provide manager by four types of types of resources to achieve its goals and objectives. These resources are :

-**Human resources** include all employees in the organization, regardless of their job titles and organizational levels.

-**Material and technology resources** include all buildings and office materials such as: computer and its accessories and its means of output, as well as the production lines requirements of factories, such as: machines, equipment, and raw materials.

-**Financial resources** include money and all forms of papers and checks that can be converted into cash whether coming to the organization or issued by it.

-**Information resources** include all data, information, maps and forms recorded on paper or electronically.

ملاحظة : راجع المحاضرات الصفية وكتاب القراءات المستنسخ لمعرفة الترجمة وللاستزادة من المعلومات الواردة فيهما.

Week 2

Management Functions

Most management scholars identify five functions of management which are:

1-Planning

It is the basic function of management. It deals with chalking out a future course of action & deciding in advance the most appropriate course of actions for achievement of pre-determined goals.

2- Organizing

It is the process of bringing together physical, financial and human resources and developing productive relationship amongst them for achievement of organizational goals.

-Organizing as a process involves:

- Identification of activities
- Classification of grouping of activities
- Assignment of duties
- Delegation of authority and creation of responsibility
- Coordinating authority and responsibility relationship

3-Staffing

It is the function of manning the organization structure and keeping it manned. Staffing has assumed greater importance in the recent years due to advancement of technology, increase in size of business, complexity of human behavior etc. The main purpose of staffing is to put right man/woman on right job Staffing involves:

- Manpower planning.
- Recruitment, Selection & Placement.

- Training & Development. ▪

- Wages ▪

- Performance appraisal ▪

- Promotions & Transfer. ▪

4-Directing

It is that part of managerial function which actuates the organizational methods to work efficiently for achievement of organizational purposes. Direction is that inter-personnel aspect of management which deals directly with influencing, guiding, supervising, motivating sub-ordinate for the achievement of organizational goals. Direction has following elements:

- Supervision

- Motivation

- Leadership

- Communication

5-Controlling

The purpose of controlling is to ensure that everything occurs in conformities with the standards. An efficient system of control helps to predict deviations before they actually occur. Therefore controlling has following steps:

- Establishment of standard performance

- Measurement of actual performance

- Comparison of actual performance with the standards and finding out deviation if any Corrective action.

Week 3

Administrative thought development

Administrative thought has gone through several developments. The environmental conditions and the developments and challenges it faced at all levels, whether religious, social, economic, political and technical, and in every time period played the greatest role in adding new qualities or characteristics and marginalizing others. Three schools, approaches or theories emerged from these developments, which we list as follows:

1.The Classical school of management

- a) Scientific Management theory
- b) Bureaucratic Management theory
- c) Administrative Management theory

2.Neo-Classical school

- a) Behavioral Science Approach

3.The Modern Management school

- a) Quantitative Approach theory
- b) System Approach theory
- c) Contingency theory

a. Scientific management theory – focuses on finding the best way to do work.

B. Bureaucratic management theory – focuses on rules and procedures, hierarchy and a clear division of labor.

C. Administrative principles theory – emphasizes the flow of information within an organization.

2.Neo-Classical school

The behavioral approach was concerned with the necessity of creating good human relations and a high state of satisfaction among individuals in the organization, as well as a balance between achieving management goals and achieving the desires of individuals, most importantly the social and psychological needs that can be motivated by achieving them.

