

ORGANIZING

Organizing is the process of identifying and categorizing various operations inside an organization, as well as bringing together human and non-human resources to meet organizational objectives.

STEPS OF THE ORGANISING PROCESS:

1. Identify and divide work
2. Departmentation
3. Assign tasks
4. Establishing reporting linkages.

IMPORTANCE OF ORGANISATION:

1. Advantages of specialization
2. Clarity in workplace interactions.
3. Optimal resource utilization
4. Adapting to change
5. Effective management
6. Personal development
7. Opportunities for expansion and growth

ORGANIZATION STRUCTURE: This refers to the framework within which management and operational duties are carried out. There are two types of organizational structure.

1. **Functional Structure:** This refers to the grouping of occupations of similar kind inside a single department.

Advantages of Functional Structure:

1. Functional Specialisation.
2. Promotes departmental management and coordination

3. Enhances efficiency
4. Avoids the duplication of functions
5. Training is easy.

The disadvantages of functional structure

1. Functional Empire.
2. Difficulty in coordination among various departments
3. Conflict of Interest.
4. Inflexibility.
5. Hard to hold accountable.

2. **Divisional Structure:** This refers to the organization of employment relating to a single product under one department.

Advantages of Divisional Structure

1. Product Specialisation.
2. Greater accountability.
3. Flexibility
4. Expansion and Growth

The disadvantages of divisional structure

1. Departmental Conflicts.
2. Costly.
3. Ignore Organizational Interests.

FORMAL ORGANISATION

The term "formal organisation" refers to the organizational structure created by management to fulfill a certain purpose.

Features of Formal Organisation

1. Reporting linkages are well specified.
2. It is designed to meet organisational goals.

3. It coordinates the work of other departments.
4. It is a purposeful creation.
5. It prioritizes business over personal relationships.

The Benefits of Formal Organisation

1. Establishing responsibility
2. Clarifying duties
3. Fostering unity of command
4. Aiding in attaining objectives
5. Provides stability.

Drawbacks of Formal Organisation

1. Slow action
2. Lack of initiative
3. Ignores the human factor

INFORMAL ORGANISATION

Informal organisation is a network of social ties that arises spontaneously as a result of formal positions and relationships among individuals.

Features of Informal Organisation

1. It comes from within the formal organisation.
2. Group norms serve as the foundation for behavioral standards.
3. It employs independent modes of communication.
4. It occurs naturally, which means it was not purposefully developed by management.
5. There is no definite structure.

Advantages of Informal Organisation

1. Improved communication
2. Meet social needs.

3. Aids in accomplishing organizational goals

Drawbacks of Informal Organization

1. Spread of Rumours
2. Resistance to change.
3. Pressure from Group Norms

DELEGATION

Delegation is the transfer of power from a superior to a subordinate, the assignment of responsibility, and the establishment of accountability for performance.

Elements of the Delegation Process: Delegation involves three fundamental elements:

1. **Authority:** An individual has the right to command his subordinates and act within the limits of his position.
2. **Responsibility:** The duty to do the specified tasks.
3. **Accountability:** It is the duty to carry out responsibilities.

Importance of Delegation of Authority

1. Effective management.
2. Employee Development
3. Employee motivation
4. Facilitated growth
5. Base of management hierarchy
6. Improved coordination.

CENTRALIZATION AND DECENTRALIZATION

1. **Centralization** of authority is the concentration of decision-making power at the highest level of management.

2. **Decentralization** of authority refers to the systematic delegation of authority across all levels of management and departments, with the exception of those that can only be exerted at central places.

Importance of Decentralization

1. Promotes initiative among subordinates.
2. Develops future managerial talent.
3. Quick decision-making.
4. Relief for Top Management.
5. Promotes development.
6. Better control.

