

Organizational Management

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Organizational Management

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Question 1

Importance of formation of organizations is the fundamental reason why most organizations exist in the world. People often find it easier to combine their minds to reach a certain goal to benefit a large population. Different organizations have different reasons for their existence. Some organizations are formed since the technology allows for their formation. Other organizations are formed because they provide a lot to their employees more than what the employees have contributed to the business. Such businesses find the need to create higher value through teamwork and collaborations from other employees. Management is vital in organizations as it helps in ensuring that all employees work together to achieve the primary goals of the organization. Management provides a useful structure or plan ("Henry Mintzberg on Managing: Pure and Simple"). Through management, businesses can get a clear picture of the objectives in each section.

Question 2

Managers are charged with different responsibilities in an organization. However, there are five primary functions of managers in an organization. These functions, including planning, staffing, organizing, controlling, and leading (Ribeiro and Gomes). Planning involves mapping out what

steps to follow to accomplish the goals in the organization. Organizing consists of arranging of the team and the required materials to attain the objectives of the business. Staffing, on the other hand, includes recruitment, selection, and training of other employees in the organization. Managers control the results of the goals and keep track of the progress of the organization. Lastly, it is the role of a manager to lead his employees through motivation, communication, guidance, and encouragement. Managers ought to help other employees in problem-solving and decision making.

Question 3

Three different levels of management that determine the amount of authority in any given organization. First, top-level management is involved in the coordination and planning of services. Top-level management is made up of ³the board of directors, the chief financial officer, the ¹chief executive officer, as well as ¹the chief operating officer. ¹Top-level management is ¹responsible for controlling ¹the policies as well as the goals of an organization. Middle-level ¹management helps in the coordination of responsibilities of the sub-section ¹of the organization. Middle-level management is also responsible for accessing ¹the efficiency ¹of the other managers on the lower-level (Ribeiro and Gomes). Lastly, lower-level management can also be referred to as the supervisory level. This level involves overseeing and direction of the employees' operations. The low-level management I composed of the line boss, the sergeant, the section chief, and the supervisors.

Question 4

Supervisors can make the most for an organization by driving much of the perceptions of the employees in other organizations. Most businesses and organizations conduct the recruiting and

the selection process to fill the position for the supervisors. A questionnaire is copied from other posts that have been filled. The questions in the questionnaire focus on evaluating supervisory aspects than the technical aspects of the individuals. The recruiting and the selection process enables the organization to select the best-suited candidates for the position.

Question 5

Various trends are quite challenging supervisors today. Supervisors need to add more value to the organization each day though technological advancements in carrying out supervisory functions. Despite the technology taking up most of the roles performed by supervisors, they still have a role to play in a new way (Schein). Supervisors need to add value to the process, product, and the entire organization.

Question 6

There are three necessary steps in planning. These steps include; a goal or objective setting, create accountability systems as well as evaluation and review ("Chapter 7 Management (Part 1 of 2)"). It is vital to develop effective systems to evaluate the set goals and objectives. It is a requirement for every supervisor to lead individuals to achieve the goals and objectives of an organization. Supervisors need to keep good records of the resources and the workers in the organization.

Question 7

Top-level management involves planning on the policies and the objectives of the firm. As a result, top-level management requires long-term strategic planning. Planning at this level includes strategizing of alignment of competent top-level managers. Intermediate level of management involves laying down of organizational plans according to the set policies and

procedures by the top-level management (Ribeiro and Gomes). On the other hand, planning at the supervisory level of management involves laying down of strategies on effective training, supervising, and direction of other staffs.

Question 8

Performance objectives are essential in the achievement of the departmental, section, or organizational goals. Different organizations have different guidelines for setting performance objectives to help all people what is expected and the required outcome. The performance planning process is required to help the employees in an organization to understand their role in achieving the objectives of an organization. First, one is required to establish goals in a meeting with the employees. Most employees do best when they are working towards three to four goals. Secondly, it is vital to ensure that the ⁴ set goals are specific, measurable, attainable, relevant, and time-bound (SMART) (Ribeiro and Gomes). Writing the goals makes the goals look more essential and formalizes the agreement. Thirdly, suit the goals to each person. It pays well to make allowances to the workers' personalities and set goals where they will function best. Lastly, one should adjust goals that seem to be unrealistic. It is crucial to make attainable goals. One can change the conditions and rearrange the priorities to make sure that the set goals can be met.

Question 9

Different businesses and organizations have ² different rules, policies, and procedures that aid in running the business. Each organization has written its ² rules, policies, and procedures differ from the other. Policies can be taken to be a set of the strategic direction of an organization while procedures refer to the steps taken by the organization to attain short term goals. On the other

hand, rules apply to those clear instructions than an organization has to follow. Rules come hand in hand with legal action in case they are not followed while policies go hand in hand with the applicable law aiming at helping the business achieve its objectives (Schein). In contrast, procedures require a formal document depicting the process to be implemented to attain the goals of an organization.

Question 10

Strategies and objectives are two different terms that are used when running a business. A strategy may be defined as the approach that an organization takes to achieve its goal. On the other hand, an objective refers to a measurable step that is taken by an organization to attain its set strategies. Objectives define how much improvement needs to take place in business while strategies represent a general approach to achieve results in an organization ("Chapter 7 Management (Part 1 of 2)").

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