

ORGANIZATION & ADMINISTRATION OF RESOURCE CENTER

MPT 1233

Introduction

Introduction

- consists more than one person or a group of people
- they intentionally organized to accomplish a set of goals / some specific purposes
- everyone working together to achieve common objectives

Introduction

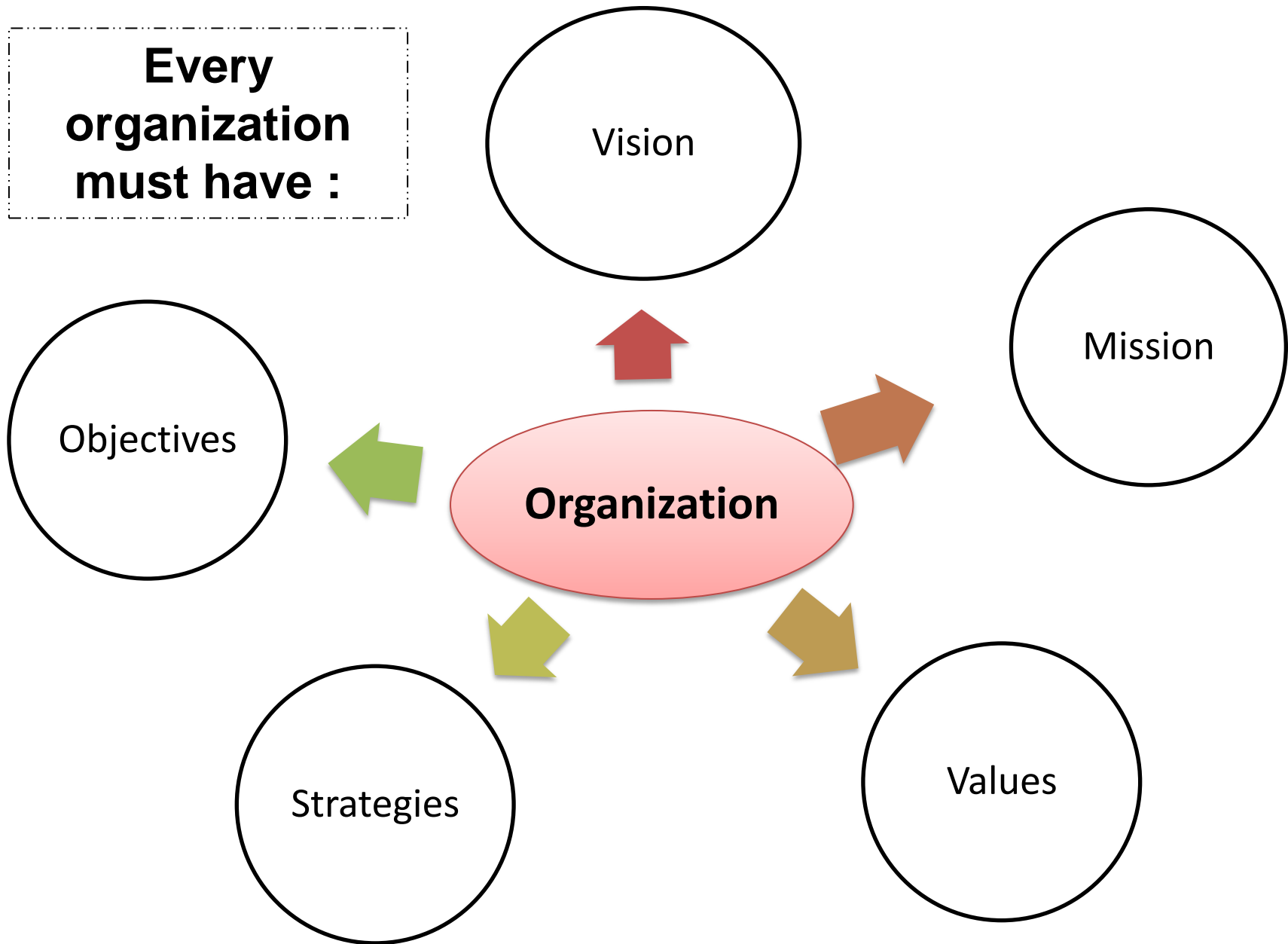
Each organizations are differ greatly in

- size,
- function,
- makeup.

all organizations must have :

- a division of labor,
- a decision-making structure ,
- formal rules and policies

Every organization must have :

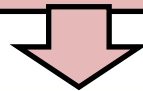


Vision



every organization has a vision as the organization's direction.

Mission



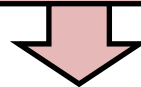
organization will operate according to the vision that has been set earlier

Value



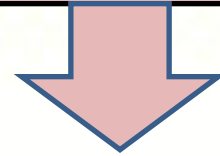
Organizations operate according to overall values. These values are the personality, or culture, of the organization.

Strategies



Organizations usually follow several overall general approaches to reach their goals

Objectives



- the objectives determine the strategy and goals of the organization.
- the objectives must be clear and can be implemented by all members of the organization

getting activities
completed
efficiently
and effectively

coordinating work
activities

Achieving
goals

Management

through other people

Level of Managers in organization

First line Managers

- The lowest level of management
- Manage the work of non-managerial employees who are directly involved with the production or creation of the organization's products

Middle Managers

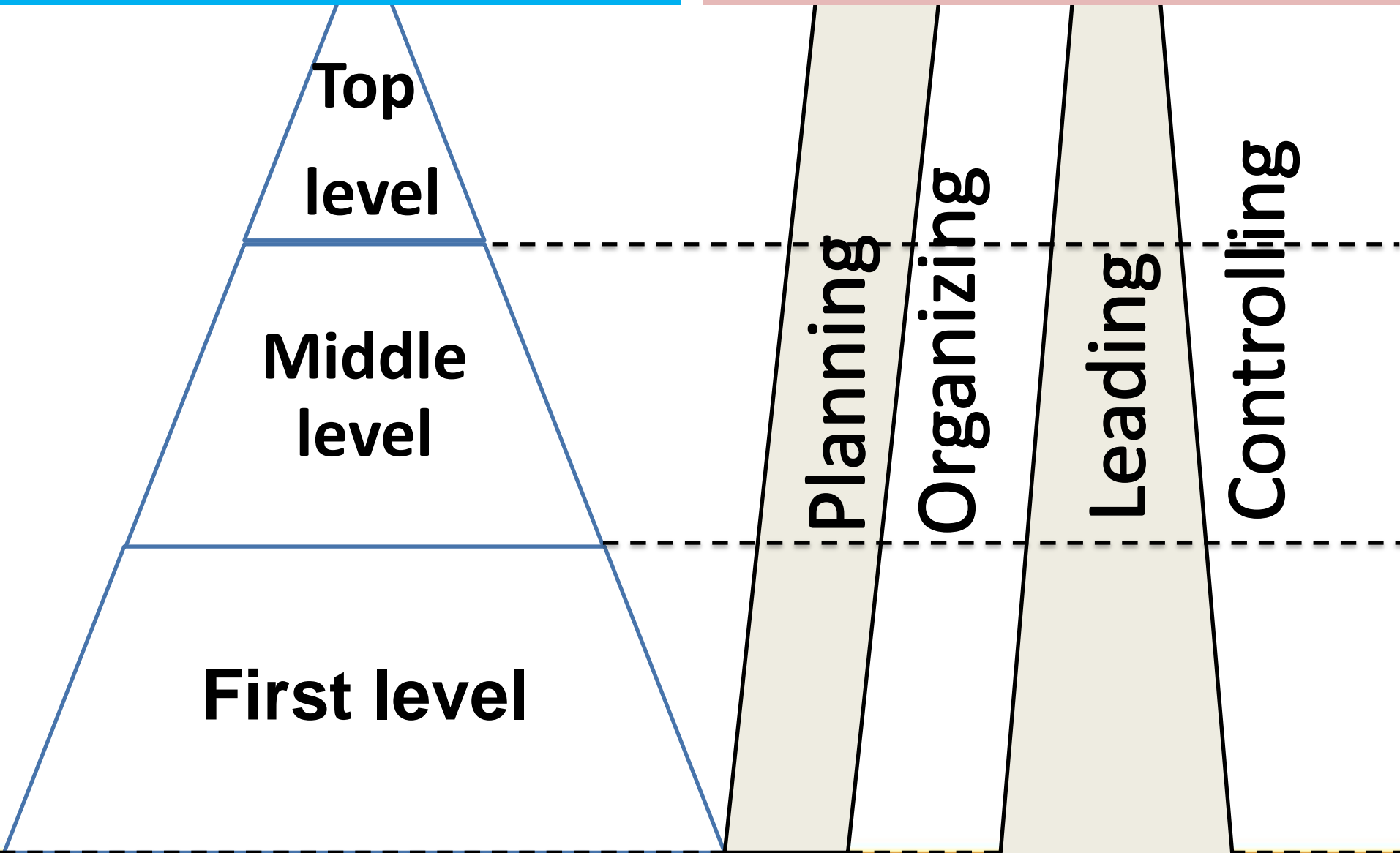
- Managers between the first-line level and the top level of the organization
- Manage the works of first line managers.

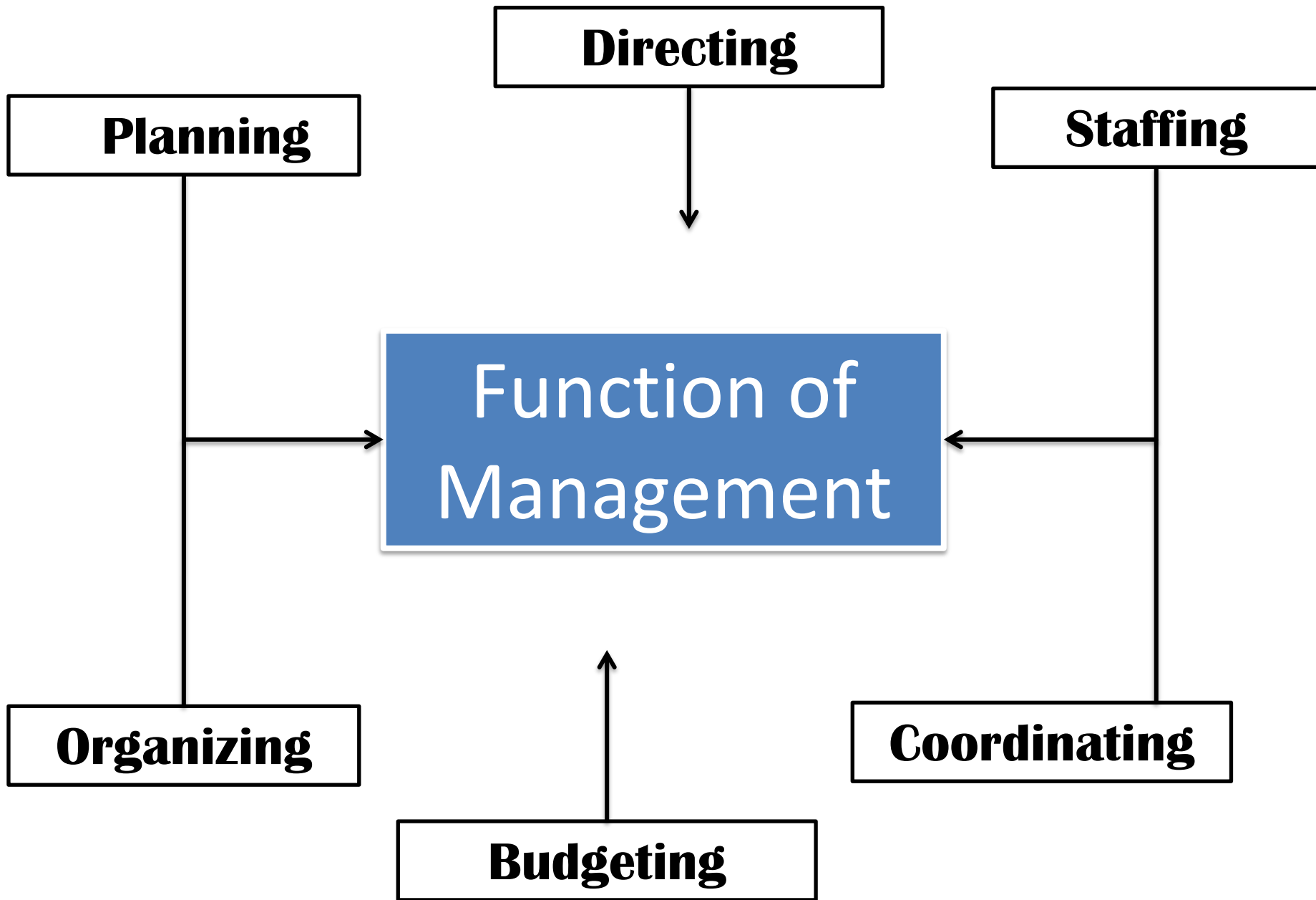
Top Managers

- Are responsible for making organization-wide decisions and establishing plans and goals that affect the entire organization.

Level Of Manager

Portion of involvement





Planning

- concerned with the setting of organizational goals or objectives and determine the approach by which the goals are to be established.
- is done overall by top level managers of an organization
- Each managers of each level will plan according to the top level manager's planning
- without planning, an organization will not be able to achieve its vision and mission

Organizing

- formal management and involve with all departments, divisions and subdivision
- coordinate in order to achieve organizational objectives

Staffing

- Involve with whole personnel function, training the staffs and maintaining favourable conditions of work.
- every organization must have qualified manpower for undertaking activities related to its goal accomplishment.

Directing

- directing task to be done in each organization to ensure that all staff perform tasks that given to them
- Directing involves cooperation among the employees, each employees have to contribute mental or physical efforts for accomplishing the objectives of the organization.

Coordinating

- Coordinating is the task of interrelating the various parts of the work.
- Coordinating is an important activity of the administrator
- Directing can ensure all departments work within the vision, mission, objectives and goals of the organization.

Budgeting

- budgeting, or budgetary process, is central to the administration of any organization
- through budgeting, an effective control is exercised over the financial resources at the disposal of the organization.

Controlling

- controlling is one of the key management functions
- controlling is to ensure the quality and quantity of the product is guaranteed

Communicating

- communication plays a vital role in the functioning of organizations.
- communication involve all levels of management

THAT'S ALL

Next topic is ;

**MANAGEMENT THEORY AND
MODEL – RESOURCE CENTRE**