

Management Concepts and Organisational Behaviour

Unit 2

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Organizing & Staffing- Types of organization

- Sole proprietorship.
 - Partnership.
 - Corporation.
 - Limited liability company.
 - Cooperative.
1. Line Structure Organization,
 2. Line and Staff Organization,
 3. Functional Structure Organization,
 4. Matrix Structure Organization
 - 5 .Project Structure Organization.

Organization structure and Decentralization of authority

- 1. Line Structure Organization,**
- 2. Line and Staff Organization,**
- 3. Functional Structure Organization,**
- 4. Matrix Structure Organization**
- 5 .Project Structure Organization.**

Meaning of staffing, Recruitment, selection & placement, Training & development

Staffing refers to the continuous process of finding, selecting evaluating and developing a working relationship with current or future employees

Directing & Controlling

- Directing is the guidance inspiration, the leadership of those men and women constitute the real case responsibilities of management. Controlling is the process of taking steps to bring actual results and desired results closer together.

Principle of directing

- **Harmony of Objectives,**
- **Unity of Command**
- **Unity of Direction,**
- **Direct Supervision,**
- **Follow-Up.**

Essence of coordination

- Coordination, thus, helps to coordinate the work of different departments and within each department, it integrates all the functions of management. Coordination is, therefore, rightly called the essence of management. It helps each managerial function and each departmental activity contribute to organisational goals.

Different control techniques,

- Budgetary Control.
- Standard Costing.
- Financial Ratio Analysis.
- Internal Audit.
- Break-Even Analysis.
- Statistical Control.

Management by exception

- Management by exception is **the practice of examining the financial and operational results of a business**, and only bringing issues to the attention of management if results represent substantial differences from the budgeted or expected amount.
- Management by exception is a style of business management that focuses on identifying and handling cases that deviate from the norm, recommended as best practice by the project management method.

