

Readings In Management



جامعة المستقبل
قسم ادارة الاعمال
المرحلة الاولى

القراءات الادارية

The Planning Process

Planning :-

is the design of the desired future and the specification of ways of achieving it .

Steps of the planning process

The most important steps in the planning process in organizations are:

- 1- Preparing self audit .
- 2 - Surveying the environment.
- 3- Setting objectives .
- 4 – Forecasting the future.
- 5 - Stating actions .

Kinds of organizational plans

Organizations establish many different kinds of plans at a general level these include :-

- 1- **Strategic plan.**
- 2- **Tactical plan.**
- 3- **Operational plan.**

Decision Making Process

Decision Making :-

Is the process of identifying and solving problems .

Types of Decisions

The most important types of decisions in organizations are :-

1- Organizational and personal decisions

Organizational decisions are made by managers while personal decisions relate to individual goals .

2- Programmed and Non Programmed decisions

- **Programmed decisions** are repetitive and well defined to decisions problem .
- **Non Programmed decisions** are novel and poorly defined and no procedures exist for solving the problems .

Decision Making steps

Decision making steps in organizations is :-

- 1 – Recognizing and analyzing the problem .
- 2 – Developing alternative solutions .
- 3 - Selecting the best solution .

The Organizing

Organizing :- The process of organizing involves grouping of activities necessary to attain common objectives .

Departmentalization

The grouping of activities into related work units.

Types of Departmentalization

one of the types of departmentalization in organizations:-

- 1- Functional Departmentalization .
- 2- Departmentalization by Products.
- 3- Geographic Departmentalization .

Leadership : is a process of influencing the activities of members of a group .

There are two types of leaders in organizations :-

- 1 - Formal leader .
- 2- Informal leader .

Leadership Styles

Autocratic

Democratic

Free rein