

Decentralisation and Delegation of Authority

↓
distribution of
decision making
power and responsibility.
from top management
to lower levels.
(among departments,
divisions, units)

Adv

1. faster decision making.
2. Enhanced flexibility
3. Employee development
4. Increased Innovation

Disadv

1. Potential loss of control.
2. Inconsistent decision making.
3. Communication challenge.

Delegation → process of entrusting a part
of one's authority and
responsibilities to subordinates.
It involves assigning task, granting decision-making
power & holding individuals accountable for
their performance.

Adv :

1. Focus on core tasks.
2. Time saving

3. Employee empowered
4. Speed and Efficiency

" " " " " " Delegation

4. Speed and efficiency.
- Disadv :
1. Risk of inadequate delegation
 2. Accountability concerns
 3. Overloading.
- + * —

DIRECTING, COORDINATING and CONTROLLING

Directing → process of influencing, inspiring and motivating individuals and teams to perform their tasks to the best of their abilities.

Some important elements of directing functions:

1. Leadership: set clear goals, communicate expectations and create positive work environment
2. Communication: Clear & open communication to achieve company's goal, at all levels & hierarchies.

- to achieve company's goals, objectives & strategies.
3. Motivation: Through various means such as providing rewards, recognition, challenging tasks, supportive work culture.
 4. Team Building: managers need to foster teamwork, encourage cooperation, and resolve conflicts to create a harmonious work environment.
 5. Empowerment: giving employees autonomy and authority to make decisions related to their work and take ownership of their tasks.

Relation of Supervision with Directing, ~~Controlling~~ and ~~coordinating~~ Motivating.

① Directing.

- a) supervisors provide clear instructions and guidance to employees, communicating the organisation's goals and objectives.
- b) motivate & inspire employees.
- c) supervisors also clarify job roles, responsibilities to ensure that

c) supervisors also clarify job roles, responsibilities and performance expectations to ensure that employees understand what is expected of them.

② Coordinating

- (a) role of coordinating activities of various individuals or teams within the organisation.
- (b) ensures that different units work in harmony and efforts are synchronised.
- (c) resolve conflicts & ensure effective communication between different teams.

③ Controlling

- (a) supervisors monitor employee's performance & compare it against the set standard or targets
- (b) They identify from the desired performance and take corrective actions to address any issues or inefficiencies.

Key Responsibilities of a supervisor:

- ① Training & Development
- ② Motivation & Support
- ③ Personnel Management

- (2) ...
- (3) Performance Management
- (4) Conflict Resolution
- (5) Resource Allocation
- (6) Communication
- (7) Ensuring safety and compliance.

Span of management:

Refers to the no. of subordinates or employees that a manager can effectively supervise, direct and control.

Factors affecting span of management

- (1) Complexity of task
- (2) Level of Competence and Expertise
- (3) Skills and training of subordinates
- (4) Degree of Decentralisation
- (5) Communication Technology.

(1) Span of Control (Factors determining span)

(1) Span of Control (determined by Span)

- a) Nature of work → easy or complex
↓ wider span ↓ narrow span
- (b) Competence of Managers → skilled or less exp
↓ wider span ↓ narrow span
- (c) Clarity of communication → clear & well established
↓ wider span
→ or challenging and time consuming ↓ narrow span.
- (d) Use of technology → wider span of control is allowed.

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What are the elements of ~~the~~ Motivation?

- (a) Recognition and Rewards
- (b) Clear Goals and Expectations
- (c) Opportunities for Growth & Advancement

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- (d) Positive work environment
- (e) Intrinsic Motivation
- (f) Effective leadership
- (g) work-life Balance
- (h) Autonomy & Empowerment
- (i) Teamwork and collaboration

Methods of Directing

- ① Leadership style →
- ② Communication →
- ③ Motivation →
- ④ Training & Development Techniques →
- ⑤ Setting Clear Objectives.