

UNIT 3 - ORGANIZING

THURSDAY MARCH 31, 2016

DESCRIBE YOURSELF IN A TEAM SITUATION... ..

- Its faster to do things myself then explain how to do them to others
- Some things are just to important to not do yourself
- People make mistakes, but they also learn from them
- Many people are ready to take on more work, but are too shy to volunteer

ORGANIZATION ACTIVITIES

- Grouping
- Birthday
- Height

ORGANIZING AS A MANAGEMENT FUNCTION

- **Organizing**
- The **organizational structure** of any company involves:
 - .
 - .
 - .
- **Organizational charts** depict the arrangement of positions in an organization

FORMAL VS. INFORMAL ORGANIZATION STRUCTURE

- **Formal**
 - Official structure of an organization that indicates how it is intended to operate effectively and efficiently
 - .
 - .
 - .
 - .
- **Informal**
 - The unofficial relationships that exist within in an organization
 - .
 - .

JOB DESIGN

- Arranging work tasks for individuals and groups
 - Building jobs that result in satisfaction and high performance
- Job design provides alternative methods of creating and assigning tasks;
 - **Job simplification** – assigning a task that is clearly defined and highly specialized, with limited scope (task variety) and depth (planning & control).
 - EX.
 - **Job rotation** – assigning a task that has increased scope (variety) by moving workers between different jobs. Moderate specialization required.
 - EX.

CONTINUED.....

- **Job enlargement** – assigning a task that has increased scope (variety) by combining two or more tasks into one job, rather than assigning them to separate individuals. Low specialization
 - Ex.

- **Job enrichment** – assigning a task that involves planning and evaluating in order to increase job depth.
 - Ex.

- Enriched jobs are those that are high in the following core areas:
 - Skill variety
 - Task identity
 - Task significance
 - Autonomy
 - Feedback from job

ALTERNATIVE WORK SCHEDULES

How many alternative work schedules/options can you identify?

ALTERNATIVE WORK SCHEDULES

- **Flexible Working Hours**
- **Compressed Work Week**
- **Job Sharing**
- **Telecommuting**
- **Part-time Work**
- **Contract/Seasonal Work**

APPLYING ALTERNATIVE WORK SCHEDULES TO SPECIFIC JOBS

Identify one place of employment that would fit with each of the previously discussed alternative work schedules.
