

CONTROL

Characteristics of Control

- Control and planning are closely related
- Control is both an executive process and a system of an organization
- Control is a continuous process
- Control is a coordinated, integrated system
- Control is neither the beginning of the management process nor is it the end function
- Control does not necessarily mean curtailment of the rights of subordinate managers and individuals
- Control is not similar to interference

Prerequisites of a Good Control System

- Control requires planning
- Control requires organizational structure

Types of Control

- Preliminary control
- Monitoring
- Evaluation

Levels of Control

- Strategic Control
- Tactical Control
- Operational Control

Process of Control

- Establishment of standards
- Measurement of performance
- Comparing actual and standard performance
- Correction of deviations

Methods of Control

- Policies
- Job descriptions
- Quality control of materials
- Audit
- Standard cost analysis
- Employee performance evaluation
- Impact assessment
- Graphic charts and diagrams

Importance of Control

- Basis of future action
- Indication of managerial weakness
- Facility of coordination
- Extension of decentralization

Shortcomings of Control

- Lack of satisfactory standards
- Imperfections in measurement
- Limitations of corrective action
- Human reactions to control

COORDINATION

Fayol's Principles of coordination

- Each department of an organization should work in proper harmony with the rest.
- Each department or division should be informed of its share in the group task.
- The working schedule of different departments should be constantly attuned to circumstances

COORDINATION

Fayol's Principles of coordination

- Each department of an organization should work in proper harmony with the rest.
- Each department or division should be informed of its share in the group task.
- The working schedule of different departments should be constantly attuned to circumstances

Characteristics of Coordination

- It is a dynamic and continuous process
- It applies to group efforts
- It integrates and harmonizes diversified efforts
- It emphasizes unity of efforts
- It is the basic responsibility of managers
- It avoids interruptions in operations
- It eliminates overlapping or duplication of work
- Horizontal Coordination

Importance of coordination

- Division of labour
- Integration of the individual with the organization
- Coordination leads to unity of action
- It ensures teamwork
- Coordination develops self-managed teams and leadership

Levels of Coordination

- Vertical Coordination
- Horizontal

Types of Coordination

Internal

- Coordination through effective supervision
- Coordination through organizational processes
- Coordination through personal contact
- Coordination through group meetings

External

- Coordination with Industrial Association
- Coordination with Stakeholders

Characteristics of Coordination

- It is a dynamic and continuous process
- It applies to group efforts
- It integrates and harmonizes diversified efforts
- It emphasizes unity of efforts
- It is the basic responsibility of managers
- It avoids interruptions in operations
- It eliminates overlapping or duplication of work
- Horizontal Coordination

Importance of coordination

- Division of labour
- Integration of the individual with the organization
- Coordination leads to unity of action
- It ensures teamwork
- Coordination develops self-managed teams and leadership

Levels of Coordination

- Vertical Coordination
- Horizontal

Types of Coordination

Internal

- Coordination through effective supervision
- Coordination through organizational processes
- Coordination through personal contact
- Coordination through group meetings

External

- Coordination with Industrial Association
- Coordination with Stakeholders