

Efficient and
effective,
organizational
operations will require
good management

[Business](#)



INTRODUCTION In this modern world, all of the successful organizations around the world are participating in the rat race to determine who comes up on top. While this active competitiveness encourages organizations to learn and grow from each other's successes as well as failures, the managers of these organizations need to keep the organizations efficient and effective.

In order to achieve this goal, managers need good management skills, effective communication, conducive and safe working environment. The terms efficiency and effectiveness are often linked together but in reality the meaning of these terms are quite different. Efficiency can be defined as executing a process in the correct manner whereas effectiveness is defined as the proper method of execution. An organization can only opt for being either one of these things and not both simultaneously. For example, an organization that produces pagers as a mode of communication is successful in producing the most advanced pager in the market and the supplier and the production teams have an excellent working method.

The pagers are delivered ahead of schedule at the lowest possible cost. The organization is very efficient. However, the organization and its strategic personnel are not effective as the demand for pagers dropped with the introduction of mobile phones. If they had been effective, they would have anticipated the change in trend and the needs of the consumers. BODY An organization that is focused on being effective has to ensure the employees of the organization are well taken care of. This responsibility falls upon the manager as the middle-level management staff.

Managers serve as a buffer between the top management and the employees as such it is their initiative that allows the organization to succeed. The employees need to be motivated to produce the maximum result. Most managers often make the mistake of assuming that monetary incentive is the one aspect required by the employees to motivate them. The most important aspect for manager in motivating an employee is being an active listener and tries to meet the expectations of the employee. For an example, an employee may not want to work the graveyard shift often as he has an ill parent to care for. The manager could call for a meeting with the other staffs and explain why the temporary shift in schedule is being done.

The needs may differ from one another. By doing this the employees feel appreciated by the employer and the rewards are reaped by the organization via greater outputs produced by the employees. A good manager always knows to predict the needs and wants of the employees. This can be achieved via having a good working relationship with his employees.

Managers who actively express that he is always willing to listen to any grievances or ideas presented by the employees would find that the Key Performance Index (KPI) level is high. The common tool utilized by the manager to discover whether there are any areas that needs improvement is via the performance reviews conducted periodically by the management.

For example, the managers often enquire how the management can help to make the employee more productive. Nine times of ten, the employees do not express their true need as they feel their grievances would be taken into account by the management. If this view is changed by effective

communication between the management and employee, the results could vastly differ from previous results. A good manager should delegate tasks to the staffs under him or her as it provides a conducive working environment. Employees feel that the management trusts their capabilities and provides them hope of climbing up the hierarchy ladder within the organization. A manager is appointed to occupy the position due to the experience and knowledge factor.

However, the employees are still on the learning curve and need to be guided and assigning some parts of the tasks provides them with a sense of belonging towards the organization and to the team in particular. The staff would in turn be more efficient in executing his or tasks thus allowing the manager to be effective in producing the results. The working environment provided by the company is essential towards an efficient and effective organization. The employees constantly need to be reassured that their safety is a matter of importance to organization. A safe working environment is usually ensured by the policies made by the ruling bodies i.

e. government. Safety protocols are to be carried out vigorously by the management especially in certain industries. For example, the construction sites must be monitored constantly for safety issues and regulations involving dress codes are usually adhered to minimize the risk factor.

CONCLUSION An effective and efficient organization is possible only in theory.

However, organizations need to be proactive in balancing the two factors. The management could divide the tasks of efficiency to the staffs and take

<https://assignbuster.com/efficient-and-effective-organizational-operations-will-require-good-management/>

on the effective factor for them but this can only be achieved if the employees are motivated. Their needs must be addressed with utmost care and attention as their productivity level goes down when they are not motivated. The staffs also need the sense of belonging which can be attained through delegation of tasks. It allows staff to feel trusted by the company.

The working environment of the organization also plays an important part in the effectiveness and the efficiency of the organization. A conducive environment provides with a sense of job security and hopes of promotions. A safe environment aspects also provides an avenue for the employees to feel important to the management as they feel the company cares about their welfare.