

Top glove analysis essay



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1. Organizing is a pattern of relationship whereby managers and employees attempt to achieve the same goals. These goals are the result of the decision-making process performed by managers at the early stages of planning. 2. The five basic function of management in an organization are planning, organizing, leading, controlling, and staffing. Therefore, after each plan is made, managers must arrange or organize all the planned activities in order to successfully achieve the set goals. 3. An organization needs to perform a complete and comprehensive organization process which is suitable with the objectives, goals, strategies, and programmes planned at the planning stage.

1. Organizing is an efficient way of managing organizational resources in order to achieve the planned goals and objectives. 2. Organizing is needed to achieve the organization's desired goals. Organizing refers to the coordination of human resources and organizational resources whereby jobs, physical resources, or financial resources are allocated within the organization. 3. There are several definition of organizing given by management book authors, as follows:

a) According to Robbins and Coulter (1996), organizing is a process of forming an organizational structure.

b) According to Stoner and Wankel (1986), organizing is a process whereby work activities are arranged and allocated to employees in order to achieve the organizational goals and objectives.

c) According to Jaafar Muhammad (1992), organizing is the effective arrangement of organizational resources to be in unity in order to achieve the organization's planned goals and objectives.

d) According to Gatewood, Taylor, and Farell, organizing refers to the activities involved in designing a suitable organizational structure, allocating tasks or jobs to employees and their jobs or tasks.

e) According to Certo (1997), organizing is to determine each activity which is performed by the human resources of an organization and how these resources are best coordinated to achieve organizational goals.

4. From the definitions given above, it can be concluded that organizing emphasizes the process of dividing jobs that are in line with organizational goals and directions. Organizations must practice a structured system to describe how employees should perform and coordinate their tasks and responsibilities.

The importance of organizing is as follows: 1. It shows the job division or specialization whereby a unit or department bears a specific job burden and responsibilities in an organization. 2. It shows the duties and responsibilities of each department in an organization. 3. It shows the reporting relationship between managers and subordinates. 4. It shows the type of jobs performed in an organization. 5. It shows the grouping of work segment in an organization. 6. It shows the department or units at each management level in the organizational hierarchy.

Every organizing has its own goals and objectives and must be achieved through different ways. Therefore, jobs performed by the employees must be identified. Managers have to determine the resources that will be used by the employees. Managers need to list the details of each job or activity that is to be performed by the employees. Dividing the jobs Jobs will be allocated to the individuals or group of individuals according to their abilities and skills.

ii) Job division must be conducted in a fair and balanced way. If an employee is given a heavy workload or not according to his qualifications, he might not be able to perform his tasks efficiently. Job division is needed as each individual will not be able to achieve organizational goals or objectives by working alone.

Establishing the departments Organizations will need to conduct departmentalization, which refers to gathering employees who would be performing the same tasks into one group Examples of departments in an organization are the production department, the accounting department, and the administration department. Coordinating the jobs. The mechanism of coordinating different jobs between departments is created as without job coordination, conflicts or confusions would happen among employees from different departments due to the overlapping of jobs. An effective coordination mechanism enables these problems to be solved using established rules, procedures, and policies. Performing evaluating and adjustments.

As organizations are always changing, steps in the organizing process also faces changes. Therefore, managers need to evaluate the effectiveness of the organizing process that was implemented and make the necessary

adjustments towards any changes that occur. This will help the organization to achieve the set goals. 3. Other management gurus have divided the organizing process into four stages: identifying the activities, grouping the activities, distributing the tasks, and coordinating the tasks. Identifying the activities Organizing performed by managers must be based on organizational goals. The set organizational goals will be guideline on the type and forms of activities which should be performed in achieving these goals.

The activities which are established must be specific and in detail-all activities that need to be conducted must be identified. Grouping the activities After all the activities are identified, activities that are similar in terms of function and attributes should be grouped together to be a formal tasks group or duty Department must be formed such as the production department and the marketing department. Grouping the activities must involve two important steps: grouping of similar activities and determining the organizational structure. Distributing the tasks After all the activities are identified and categorized, managers must allocate and distribute the tasks to suitable employees according to their abilities and skills. Managers need to divide the workload or duties to individuals or groups of individuals. This is known as specialization or job division.

Through job division, every individual will be responsible for his own duties. Distribution of tasks to employees involves the allocation of authority so that jobs can be performed efficiently and effectively. At this level, managers must set a clear chain of command, in terms of who should report to whom. This activity involves the formation of an organizational hierarchy-for

example, in a department, managers need to know who will lead the department in order for all duties to be controlled and coordinated easily.

Coordinating the tasks Managers must form a mechanism to unite all departmental activities so that organizational operations can be coordinated to achieve organizational goals-a process known as coordinate. As organizations comprise of several different department, coordination is important to ensure all activities conducted in the departments are guided by the same goal, which is to increase organizational profit. For example, all heads of departments can hold meetings to discuss way to increase the organization's profit-the decision reached must be followed by actions and implementation by all employees in every department.