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**ASSIGN
BUSTER**

Henry Fayol's Principal of management

Fayol was a key figure in the turn-of-the-century Classical School of management theory. He saw a manager's job as:

1. Planning
2. Organizing
3. Commanding
4. Coordinating activities
5. Controlling performance

Most of his theory is very task-oriented, rather than people-oriented.

Fayol laid down the following principles of organization (he called them principles of management):

- Specialization of labor: Specializing encourages continuous improvement in skills and the development of improvements in methods.
- Authority. The right to give orders and the power to exact obedience.
- Unity of direction: A single mind generates a single plan and all play their part in that plan.
- Subordination of Individual Interests: When at work, only work things should be pursued or thought about.

- Centralization: Consolidation of management functions. Decisions are made from the top.
- Scalar Chain (line of authority): Formal chain of command running from top to bottom of the organization eg like military
- Order: All materials and personnel have a prescribed place, and they must remain there.
- Personnel Tenure: Limited turnover of personnel. Lifetime employment for good workers.

Word Count: 186