

المحاضرات التي يشملها الاختبار النهائي

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سلايدات خارج الامتحان النهائي

TIME MANAGEME

lecture-5

And one more way!

	Urgent	Not urgent
Important	NECESSITY Your key action Manage Activities • Crisis • Deadline driven activities • “True emergencies” • Pressing problems • Last minute preparation	QUALITY & PERSONAL LEADERSHIP Your key action Focus Activities • Preparation and planning • Empowerment • Relationship building • Delegation
Not important	DECEPTION Your key action Use caution or avoid Activities • Meeting other people’s priorities and expectations • Frequent interruptions • Most emails, some calls • Urgency masquerading as importance	WASTE Your key action Avoid Activities • Escapist activities • Busy work • Junk mail • Some emails • Some calls

Organizational Structure and Design lecture-7

Strengths and Weaknesses of Common Traditional Organizational Designs

Structure	Strengths	Weaknesses
Simple Structure	Fast; flexible; inexpensive to maintain; clear accountability.	Not appropriate as organization grows; reliance on one person is risky.
Functional Structure	Cost-saving advantages from specialization (economies of scale, minimal duplication of people and equipment) and employees are grouped with others who have similar tasks.	Pursuit of functional goals can cause managers to lose sight of what's best for overall organization; functional specialists become insulated and have little understanding of what other units are doing.
Divisional Structure	Focuses on results—division managers are responsible for what happens to their products and services.	Duplication of activities and resources increases costs and reduces efficiency.

Contemporary Organizational Designs

Structure	Description	Advantages	Disadvantages
Team	A structure in which the entire organization is made up of work groups or teams.	Employees are more involved and empowered. Reduced barriers among functional areas.	No clear chain of command. Pressure on teams to perform.
Matrix-Project	Matrix is a structure that assigns specialists from different functional areas to work on projects but who return to their areas when the project is completed. Project is a structure in which employees continuously work on projects. As one project is completed, employees move on to the next project.	Fluid and flexible design that can respond to environmental changes. Faster decision making.	Complexity of assigning people to projects. Task and personality conflicts.
Boundaryless	A structure that is not defined by or limited to artificial horizontal, vertical, or external boundaries; includes virtual, networked, and modular types of organizations.	Highly flexible and responsive. Draws on talent wherever it's found.	Lack of control. Communication difficulties.
Learning Organization	A structure that supports an organization's capacity to continuously adapt and change.	Employees are continuously sharing and applying knowledge. Ability to learn can be a source of sustainable competitive advantage.	Getting employees to share what they know can be difficult. Collaboration conflicts can arise.

**Organizing and
MANAGERIAL
COMMUNICATION
lecture-8**

EVALUATING COMMUNICATION METHODS

1. **Feedback** - how quickly can the receiver respond to the message?
2. **Complexity capacity** - can the method effectively process complex messages?
3. **Breadth potential** - how many different messages can be transmitted using this method?
4. **Confidentiality** - can communicators be reasonably sure their messages are received only by those intended?
5. **Encoding ease** - can sender easily and quickly use this channel?
6. **Decoding ease** - can receiver easily and quickly decode messages?
7. **Time-space constraint** - do senders and receivers need to communicate at the same time and in the same space?
8. **Cost** - how much does it cost to use this method?
9. **Interpersonal warmth** - how well does this method convey interpersonal warmth?
10. **Formality** - does this method have the needed amount of formality?
11. **Scan ability** - does this method allow the message to be easily browsed or scanned for relevant information?
12. **Time of consumption** - does sender or receiver exercise the most control over when the message is dealt with?

Human Resource Management

lecture-9

HRM Process

