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| **Chapter 2: Planning and organizing at supervisory level** |
| **Teaching Hours: 08** | **Marks Distribution** |
| **Remember =****04 M** | **Understanding = 06 M** | **Applying =****4 M** | **Total =****14 M** |

**Topics and subtopics:**

**1.1 Planning by supervisor**

**1.2. Planning activities, detailing and following of each step**

**1.3 Prescribing standard forms for various activities**

**1.4. Budgeting for materials and manpower**

 **1. 5 Organizing at supervisory level Organizing the physical resources.**

 **1.6 Matching human need with job needs.**

 **1.7 Allotment of tasks to individuals and establishing, relationship among persons working in a group**

**2.1] Planning by supervisor**

Planning is deciding in advance what to do, how to do it, when to do it and who is to do it. It bridges the gap from where we are and to where we want to go.

Supervisor is a person who is in charge of, and coordinates the acvities of a group of workers engaged in related activities within a unit of an organization.

• He is responsible for getting the work done from workers with respect to plans and policies set by the management.

•The job of a supervisor is mainly focussed on supervision which involves activities like instructing, monitoring, guiding, and observing the workers and to ensure weather they are performing their duties with respect to work assigned.

**2.1 Planning activities, detailing and following of each step**

Setting Objectives: The idea behind planning is to achieve desired objectives. Therefore, the first step is to clearly define and describe the objectives of the organization. Firstly, the major objectives should be specified, and then they should be broken down into individual, sectional and departmental objectives. Objectives serve as guidelines for discussion-making in terms of resource allocation**.**

Developing Planning Premises: The next step in planning is to establish premises. Planning premises are the anticipated environment in which the plans are expected to operate. These include assumptions and forecasts in the future and knowing conditions that will affect the course of the plan.

**Identifying alternative courses of action: After setting the objectives and making assumptions about the future. The next step is to determine alternative courses of action through which the organization can achieve its objectives.**

**Evaluating alternative courses: After identifying different alternatives the next step is to evaluate each alternative. Evaluation means the study of the performance of various actions. All the possible alternatives should be evaluated keeping in mind their expected cost and benefit to the organization.**

**Selecting an alternative: After evaluating various alternatives, the next step is to select the most suitable force of action. The basic, detailed, and derivative plans, such as policies, rules, programs, and budgets should be formulated.**

**Implementing the plan: This step is concerned with transforming the plan into action. The plan must be communicated to the employees in detail**

**2.3 Prescribing standard forms for various activities**

**Prescribing standard forms for various activities" means creating and implementing standardized templates or documents for different tasks within an organization, ensuring consistency in data collection, reporting, and overall process execution across all team members, promoting efficiency and accuracy.**

**Key points about prescribing standard forms:**

**Consistency:**

**Standard forms provide a uniform structure for capturing information, regardless of who is completing the task, leading to easier data analysis and comparison.**

**Efficiency:**

**By having a pre-designed form, users don't need to reinvent the wheel for each task, saving time and effort.**

**Accuracy:**

**Clear and well-defined fields on a standard form minimize the risk of missing critical information or misinterpretations.**

**Quality Control:**

**Standardized forms enable easier monitoring and evaluation of performance across different teams or individuals.**

**Examples of standard forms in different areas:**

**Human Resources:**

* **Employee application forms**
* **Performance evaluation forms**
* **Leave request forms**

**Operations:**

* **Production reports**
* **Quality inspection checklists**
* **Inventory tracking forms**

**Sales:**

* **Customer quote forms**
* **Sales order forms**
* **Customer feedback surveys**

**Finance:**

* **Expense reports**
* **Purchase order forms**
* **Invoice tracking sheets**

**2.4 Budgeting for materials and manpower**

**Budgeting for materials and manpower is a process that involves collecting data and information to project the financial needs of a company. It helps companies allocate resources and plan for future growth.**

**Manpower budgeting**

**Plan goals: Set annual goals and objectives for the company**

**Forecast needs: Analyze and predict the number of employees needed to meet the company's goals**

**Calculate costs: Estimate the cost of salaries, benefits, training, and other HR processes**

**Allocate funds: Distribute the budget to the areas of the HR department that need it**

**Plan for contingencies: Consider best and worst-case scenarios**

**Materials budgeting**

**Collect data on the materials needed to support the company's production and service objectives**

**Allocate funds to the areas of the company that need materials**

**Benefits of budgeting for materials and manpower**

**Helps companies focus on their goals**

**Helps companies avoid costly, reactive decisions**

**Helps companies ensure they have the right people in the right place at the right time**

**2.5 Organizing at supervisory level Organizing the physical resources.**

**Organizing physical resources at the supervisory level involves allocating physical resources to complete tasks. This includes arranging resources in the right place and ensuring that resources are used efficiently.**

**Explanation**

**Organizing**

**A management function that involves allocating resources to complete tasks.**

**Physical resources**

**Items that are necessary for a business to operate, such as supplies and raw materials.**

**Supervisor**

**A manager who plans and organizes work for employees. Supervisors also provide guidance, motivation, and control.**

**What supervisors do**

**Plan: Supervisors make short-term plans for tasks, such as budgeting and standardizing forms.**

**Organize: Supervisors allocate resources to tasks by matching employee skills to jobs. They also arrange resources in the physical space.**

**Report: Supervisors report on the quality, cost, and other outputs that can increase productivity.**

**Handle grievances: Supervisors handle employee grievances.**

**Provide working conditions: Supervisors ensure that employees have the right working conditions.**

**2.6 Matching human need with job needs.**

**Matching human needs with job needs**

**is a part of human resource planning (HRP). Organizing physical resources is a part of resource management.**

**Matching human needs with job needs**

**Analyze human resource supply: Evaluate the skills and knowledge of employees**

**Forecast human resource demand: Predict the skills and knowledge needed for future projects**

**Balance supply and demand: Ensure the right people are in the right jobs**

**Align with organizational goals: Make sure the plan supports the organization's objectives**

**Organizing physical resources**

**Identify resources: Determine what resources are needed for a project**

**Plan and budget: Create a budget for the project and allocate resources**

**Use resource management tools: Use software to visualize workloads, identify resource shortages, and distribute tasks**

**Ensure resource availability: Make sure the right resources are available when needed.**

**2.7 Allotment of tasks to individuals and establishing, relationship among persons working in a group**

Organizing is the management function of assigning tasks to individuals and establishing relationships among them to achieve an organization's goals. It also involves allocating resources and establishing authority and responsibility relationships.

Steps in the organizing process

Identify tasks: Identify the tasks required to achieve the organization's goals

Group tasks: Group tasks into manageable departments or work units

Assign work: Assign tasks to individuals or teams

Establish authority: Establish authority and responsibility relationships

Coordinate: Coordinate activities and establish the flow of work and information

Benefits of organizing

Helps people work together effectively

Promotes efficiency and effectiveness of results

Ensures that no important activity is omitted or repeated

Healthy relationships in a group

Foster open and transparent communication

Encourage team members to express ideas, raise concerns, and provide feedback

Help team members feel safe to share their thoughts and feelings