

# III. Roles & Functions in Organizing

## Organizational Structure

**Presented By**  
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„„„ *In a changing world, organizations must change as surely as individuals must change. Recent years have seen an increase in organizational “flattering” , the tendency to shrink the organizational structure through the removal of layers of hierarchy*„„„

**(Charles R. McConnell)**

Personnel ,Policies  
Procedure, program

Responsi  
bilities,  
duties,  
Authorit  
y  
Relations  
hip, staff  
develop  
ment.



Action to  
correct  
deviation  
s  
perform  
ance  
measure  
ment  
standard  
s

Communication,  
motivation,  
leadership

# Management process

**Organizing, the second function of management within an organization, organizing involves grouping activities and resources, after develop strategies plans that must be implemented somehow. So we focus on organizing to implement strategies, as structure follows strategy.**



Planning ,defining goals, establishing strategy , and developing sub plans to coordinate activities.

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**Organizing determine what needs to be done , how it will be done , and who is to do it.**

## Organizing defined as

**-the process of delegating and coordinating tasks and resources to achieve objectives.**

# **Importance of organizing**

- focus on, and facilitate the attaining of, objectives.
- arrangement of positions and jobs within the hierarchy.
- define responsibilities and line of authority of all levels.
- creating relationships that will minimize friction

**The  
process of  
organizing**

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graph TD; A[The process of organizing] --- B[Define the objective]; A --- C[Determine the needed resources]; A --- D[Group activities & assign duties]
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**Define the  
objective**

**Determine  
the needed  
resources**

**Group  
activities &  
assign duties**

**The process of organizing**

# The principles of organizing:

## 1-unity of command:

- the principle that each employee should have only one supervisor.

## 2- chain of command:

**-the flow of authority in an organization from one level of management to the next.**

## 3- span of (control):

**- the number of people a manager supervises.**

## 4- division of labor:

**With division of labor, employees have specialized jobs related functions are grouped together under a single boss.**

## 5- coordination:

**Ensure that all departments and individuals within an organization work together to accomplish strategic and operational objectives.**

**coordination:** is the process of integrating tasks and resources to meet objectives.

# means of coordination

**Through direct contact**

**Through liaisons**

**Through committees**

**Through integrators**

## 6- Balanced responsibility and authority:

**Responsibility:** is the obligation to achieve objectives by performing required activities.

**authority:** is the right to make decisions, issue orders, and use resources. You must have authority to get the job done. Authority is delegated.

**Accountability:** is the evaluation of how well individuals meet their responsibilities. Managers are accountable for everything that happens in their departments.

## 7- delegation:

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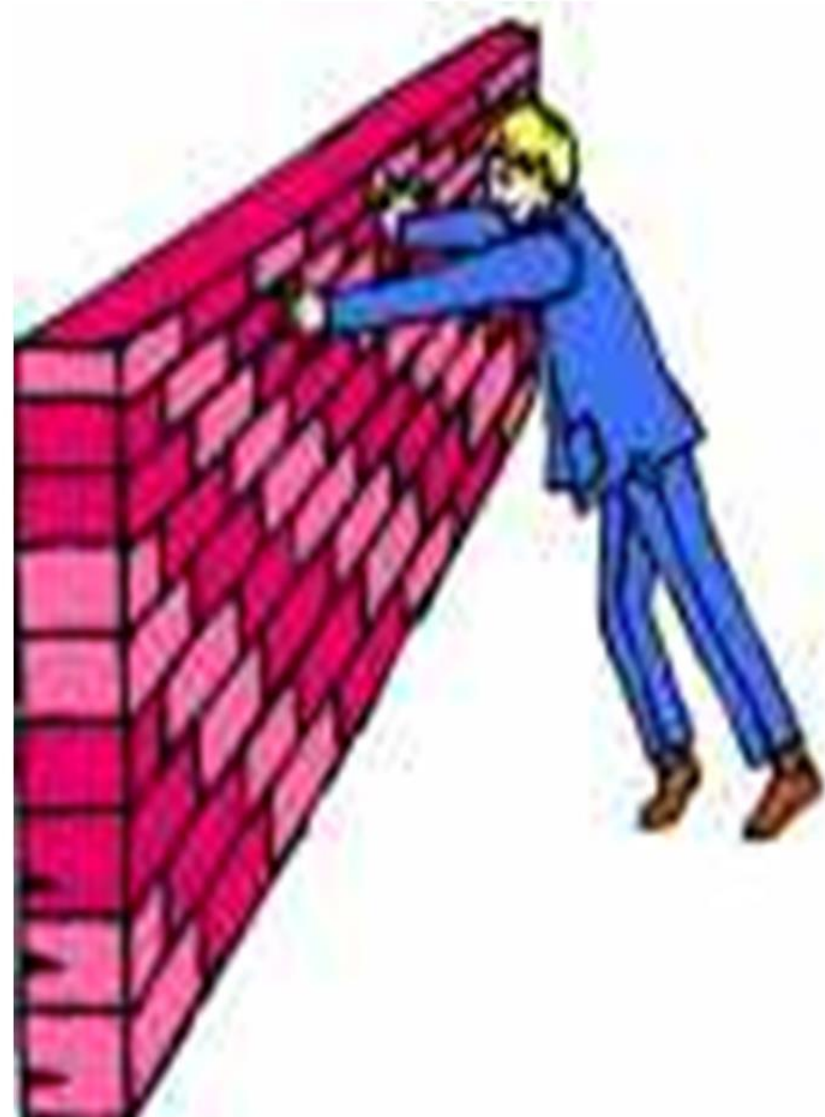
It is the process of assigning responsibility and authority for accomplishing objectives, responsibility and authority are delegated down the chain of command.

## 8- flexibility:

Flexibility in employees is vital, because there will always be exceptions to the rule. Many employees focus on organization rules rather than creating client satisfaction .

# Organizational Structure

- **Organizational Structure refers to the way in which a group is formed, its lines of authority, span of control and channels of communication.**



# Purposes of Organizational Structure

- It reveals information about size of the nursing service department.
- It shows the different functions in the nursing department
- It shows the span of control of each manager in the nursing department.
- It shows levels and layers of supervisions, and channels of communication
- It can be used for orientation of newly hired employees.

# Organizational Chart

- **Is a picture of an organization to depict its structure**

# Organizational Culture

- Is the total of an organization's values, languages, traditions, and customs.
- Is a system of symbols and interactions unique to each organization.
- It is the way of thinking, behaving, and believing that members of a unit have in common.



*thank you*

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**good luck**