

Organization, Teamwork, and Communication

Organizational culture

A firm's shared value, beliefs, traditions, philosophies, rules and role models for behavior

Structure

The arrangement or relationship of positions within an organization

Organizational charts

A visual display of the organizational structure, lines of authority (chain of command), staff relationships, permanent committee arrangements, and lines of communication

2 aspects of assigning tasks:

- Specialization

1. The division of labor into small, specific tasks and the assignment of employee to do a single task. This system's purpose is to build effective work environment.

2. Overspecialization can bring negative effect:

Employees may become bored and dissatisfied with their jobs and can result in unhappiness, poor quality work, more injuries, or even high employee turnover

- Departmentalization

Departmentalization is the grouping of jobs into working units usually called departments, units, groups, or divisions

Departmentalization divided into 4:

- Functional Departmentalization

The grouping of jobs that perform similar functional activities, such as, finance, manufacturing, marketing, and human resources

- Product Departmentalization

The organization of jobs in relation to the products of the firm. As the consequences, organizing by products duplicate function and resources and emphasizes the product rather than achievement of the organization's overall objectives. However, it simplifies decision making and helps coordinate all activities related to a product or the group product.

- Geographical Departmentalization

The grouping of jobs according to geographic location, such as state, region, country or continent

- Customer Departmentalization

The arrangement of jobs around the needs of various types of customers. This department has purpose which is to observe level of customer

Assigning Responsibility

Delegation of Authority

giving employees not only tasks, but also the power to make commitments, use resources, and take whatever actions are necessary to carry out those tasks

- Responsibility

The obligation, placed on employee through delegation, to perform assigned tasks satisfactorily and be held accountable for the proper execution of work