

DYNAMICS OF ORGANIZING™

INTRODUCTION

Organizing is more to do with the design of organizational structures and systems, unlike efficiency, which is a combination of both a personality orientation and the establishment of systems. While there maybe some elements of personality involved, organizing is a core managerial competency as well as a management function. It includes the analysis of tasks, jobs and responsibility, as well as of roles and relationships and how to delegate authority.

Organizing requires both knowledge and skill competencies, in planning and goal setting, before roles and relationships are structured and the work to be done is combined into tasks and jobs. It requires a personality orientation of detail, orderliness and a logical, sequential and linear way of thinking.

Workshop Contents

- Influence of Personality, Gender and Culture on Thinking and Learning
- Organization vs organizing
- Key concepts and terms in organizing
- Summary of major organizing principles
- The purpose, cause, structure and processes
- The structure of organization: Authority
- The structure of organization: Departmentalization
- Tasks and Job Analysis – How to do this
- How to write up a job/position description
- Understanding reporting relationships and lines of authority
- Knowing how to delegate effectively
- The relationship of staffing or HRM, to the management function of organising.
- Understanding one's personal orientation towards the function of organizing
- Personal Development Action Plan (PDAP)

Learning Objectives

By the end of this program, participants will:

- Understand how personality, gender and culture influence thinking, emotional and learning styles.
- Recognize a range of different thinking styles and types related to this program.
- Understand the basic premises of the managerial function of organizing, and how their own job relates to this.
- Understand the nature of organizational structures and design
- Do task and job analysis and use a position description
- Set up a system for ensuring that work is allocated according to priorities and the availability of resources.
- Appreciate the fundamental differences between: authority, responsibility, autonomy and accountability.
- Understand where multi-tasking and cross-functional or multi-disciplinary task fits into formal organization structures.
- Develop a personal plan to become better

Workshop Methodology

A key and unique feature of this workshop is that all participants will complete a personality traits survey form, resulting in a detailed personality profile. This will enable participant's to discover their own preferred cognitive and emotional styles, which in turn can strongly influence the dynamics of thinking and learning relating to this workshop .

Workshop design incorporates a variety of methods to both stimulate active learning and appeal to the mix of participants preferred learning styles. Building on participant personality profiles, a number of interactive exercises, games and group discussion help them to understand the different thinking skills needed. Where appropriate, selected multimedia, video or power point visuals augment a comprehensive manual of notes. The workbooks are professionally laid out, appealing to the learner and capturing key learning points and post workshop actions

Workshop Duration

This can be designed as a 1, 2 or more intensive 3 day workshop, subject to client's needs.

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