

# EDUCATIONAL MANAGEMENT 2

## COURSE BROAD OUTLINE

### UNIT ONE: Organisation and Administration Structure

Definition of organisation

Types of organisation

Definition Management and Administration

Differences between educational management and Educational Administration

# UNIT TWO: Historical Development

- **CLASSICAL MANAGEMENT**
- Max Weber ( 1864 – 1920)
- **Bureaucracy Theory**
- Henri Fayol ( 1841 – 1925)
- **General Industrial Management**
- Fredrick Taylor (1856 – 1956)
- **Scientific Management**

# HUMAN RELATIONS MANAGEMENT

## and

# BEHAVIOURAL RELATIONS MANAGEMENT

- Mary Parker Follet ( 1863- 1933)
- **Human Relations management**
- Elton Mayo (1923 - 1926)
- **Human Relations management**
- Chester Bernard (1961 – 1940)
- **Behavioural Science Management**

# UNIT THREE : Theories of Educational Management

- **MOTIVATION THEORIES:**
- **Hierarchy of Needs Theory**
- Abraham Maslow
- **Two Factor Theory**
- Fredrick Herzberg
- **Existence Relatedness and Growth (ERG Theory)**
- Clayton Alderfer

# COGNITIVE and PROCESS THEORIES

- Expectancy Theory
- by Victor Vroom
- Equity Theory
- by John Stacey Adams
- Goal Setting Theory
- By Edwin A Locke

# UNIT FOUR : Functions of Educational Management

- The Functions of management
- Planning
- Organising
- Directing
- Coordinating
- Controlling
- Leading

# Organisation Definition

- Social unit (or human groupings) deliberately constructed and reconstructed to seek and meet the specific goals (Etzioni. J 1995)
- A system, having an established structure and conscious planning ,in which people work and deal with each other in a coordinated and co-operative manners for the accomplishment of recognised goals and targets.

# ORGANISATION cont

- It is a social arrangement which pursues collective goals, which controls its own performance and which has a boundary separating it from its environment
- Persons committed to making up a body for the purpose of administering something.
- Have a formal structure which is the way the organisation is organised and run by those with the responsibility for managing the organisation, creating formal structures that enable the organisation to meet its stated objectives



# Organisation cont

- Attributes or characteristics of an organisation
- Social entity ( it is made of people)
- Set up for a purpose of achieving set goals
- Coordinated for the achievement of the set goals
- Relationships within the units and coherent whole
- Formal and having informal within
- Impersonal relations and person within the informal
- Groups, society , body , party, associations, institutions, union, business, establishment, corporate and company

# Attributes and Characteristics cont.

- Deliberately planned formal structure
- Definitive structure of position and people occupying are evident
- Each position goes with a particular type of responsibility
- Each member has a specific task to carry out
- Structure also affects the authority of the organisation
- Behaviours of people are not haphazard, they are coordinated and directed towards a goal.
- Clear channels of communication and leader to direct the operations

# Characteristics

- Clear division of labour
- Power , authority and responsibility through the formal structure
- Aims of the organisation is to achieve the set goals
- Behaviour of organisational members is directed towards achievement of set goals
- Effective channels of communication within the organisation
- Has its norms , values and general behaviours
- Use of expert knowledge and skills to achieve goals

# Kast and Rosenweig (1981: 7)

Organisations are ,

- Goal oriented – made of people with a purpose
- Psychosocial system – has people interacting in groups
- Technological systems – people using knowledge ,skills and techniques to achieve goals
- An interaction of structured system to implement strategies for attainment of set goals

# Formal Organisation

- Organisations can be formal or informal.
- FORMAL Org: It an organisation that is organised by those with the responsibility for managing the organisation , has a structure which can be set out on an organisational chart.
- Have a planned structure and behaviour patterns of that are part of the organisation.
- Clear structure, permanence, elaboration and impersonal
- Goal oriented, set-up to achieve objectives.

# Informal Organisation

- It is a network of personal and social relationships (alliances, cliques, and friendships) that arise as people associate with other people.
- Unofficial and unauthorised relationships
- Mainly exists through the members being persuasion, influenced and at times being forced.
- Patterns of interaction are shaped by friendship groups and other relationships.
- Can be found within a formal organisation

# Management

- Is the process of planning , organising , staffing coordinating Budgeting leading and controlling.
- Koontz (1991:174) an art of getting things done through and with people in a formally organised groups
- Art of creating an environment in such an organised group where people can perform as individuals yet coordinate towards attainment of group goals
- The art of optimizing efficiency and effectiveness in reaching goals.

# Management cont.

- a social process which operates within a framework consisting of people entrusted with the responsibility of leading , planning, directing and controlling the activities of those involved in the fulfilment of the institutional objectives.
- Management is therefore a force that maintains momentum of involvement and participation of those concerned with the implementation of institutional objectives.



# Administration

- Administration is similar to management, some authors treat this as one.
- Administration is the bureaucratic or operational performance of a given office task usually internally oriented.
- Is the process of creating and enforcing rules and regulations or those tasked with leadership position to complete important task that sets up or guide the implementation process.

# Administration cont.

- Overall determination of policies ,setting of major objectives, the identification of the general purposes and laying down of broad programmes and projects. It lays down basic principles of the enterprise
- Mean the guidance , leadership and control of the groups towards some common goals.