



1. C) General administrative theory

تعتبر الأساس للـ Modern Management

It was suggested by Henri Fayol; who was managing director of a large French coal-mining firm.

Fayol created a concept that resulted in differentiation of management functions and management principles. Fayol principles may be clustered within classical management dimensions Nevertheless; he added more details for the relations,

as function and principles

وف الإدارة

Fayol describe five main function of management and listed 14 principles of it.

قربية كثير من التخصص إلى اعتدناه لا management

Commanding +
Coordinating
=
Leading

Fayol management functions are (POCCC): Planning, Organizing, Commanding, Coordinating and Controlling. The 14 principles of administrative theory of management are (Fayol, 1916):

1. Division of Work – When employees are specialized, output can increase because they become increasingly skilled and efficient. نفس إلى قبله

2. Authority – Managers must have the authority to give orders, but they must also keep in mind that with authority comes responsibility.

الامتياز وليس العقاب

3. Discipline – Discipline must be upheld in organizations, but methods for doing so can vary. More advancement كان في مور discipline كان مور

direct supervisor يكون المدير الحقيقي من دائما

for your personnel
professional life

4. Unity of Command – Employees should have only one direct supervisor. فيها اشكالية

5. Unity of Direction – Teams with the same objective should be working under the direction of one manager, using one plan. This will ensure that action is properly coordinated. اصناف الافراد تتناسب مع اصناف المجموعة ومع اهداف المنظمة

connected

6. Subordination of Individual Interests to the General Interest – The interests of one employee should not be allowed to become more important than those of the group.

This includes managers.

في اجلس منظومة هو تنسيق الاهداف بين الافراد والمجموعة الجميع

يعني بالهدف لتحقيق result

7. Remuneration – Employee satisfaction depends on fair remuneration for everyone.

This includes financial and non-financial compensation. صيغ الامكان

ابسط على (شكر)

8. Centralization – This principle refers to how close employees are to the decision-making process. It is important to aim for an appropriate balance. إلى تنهد القرار

البروزية

decentralized لها صوبها من التوازن بشكل

في حاجتنا الحاجة بين شغلها من الواجب هو اجس دام، إلى يعتبر أداء التوازن بشكل

9. Scalar Chain – Employees should be aware of where they stand in the organization's hierarchy, or chain of command. مترتبة بال Authority (لادم يكون فيها سلطة)

Authority مترتبة بال Authority (لادم يكون فيها سلطة)

10. Order – Employees and materials should be in the right place at the right time. ص التدرج

Sop or best way

11. Equity – Managers should be kind and fair to their subordinates. العدالة



يتعلق بالأصان الوظيفي

12. Stability of Tenure of Personnel – Managers should strive to minimize employee

turnover. Personnel planning should be a priority.
الشركات إلى فيه ← turnover عالي ماية خطر

13. Initiative – Employees should be given the necessary level of freedom to create and carry out plans.
بدل تشجيع الموظفين انه يكون عندهم

14. Team Spirit - Organizations should strive to promote team spirit and unity

لجميع الموظفين إلى بتتجه إلى انك فايف من صحتهم و مودة الفريق

جدول يجمع كل Classical Management مع بعض ويورثك من ديف انطلقوا

Classic Management	Taylor 'Scientific Management'	Weber 'Bureaucratic management'	Fayol Administrative (Or Operative) Management
Direct relation between both Managers – workers and Tasks	work Divide of Labour.	Division of labour	Division of Work Discipline Initiative
Direct relation between manager and worker	Heartily cooperate	Authority hierarchy	Authority Centralization Scalar Chain
		Career Orientation	Unity of Command Unity of Direction Team Spirit Remuneration
		Impersonality	Equity Subordination of Individual Interests to the General Interest
	Scientific selection, training and development.	Formal selection.	Stability of Tenure of Personnel Fayol ما دقق كثير على selection ما تميز الناس للتوظيف وماير من البداية as organization side
Direct relation between worker and task	Develop 'best way'	Formal rules & regulations 'Standard of Operating procedure'	Order البيوتن بوجها على

اموية
يفضل الحكمة

nothing personal

- 1) Classical Management
 - A) scientific Management → Taylor's Approach
 - B) Weber Bureaucracy → Gantt chart
 - C) General administrative → Fayol

Classical Management