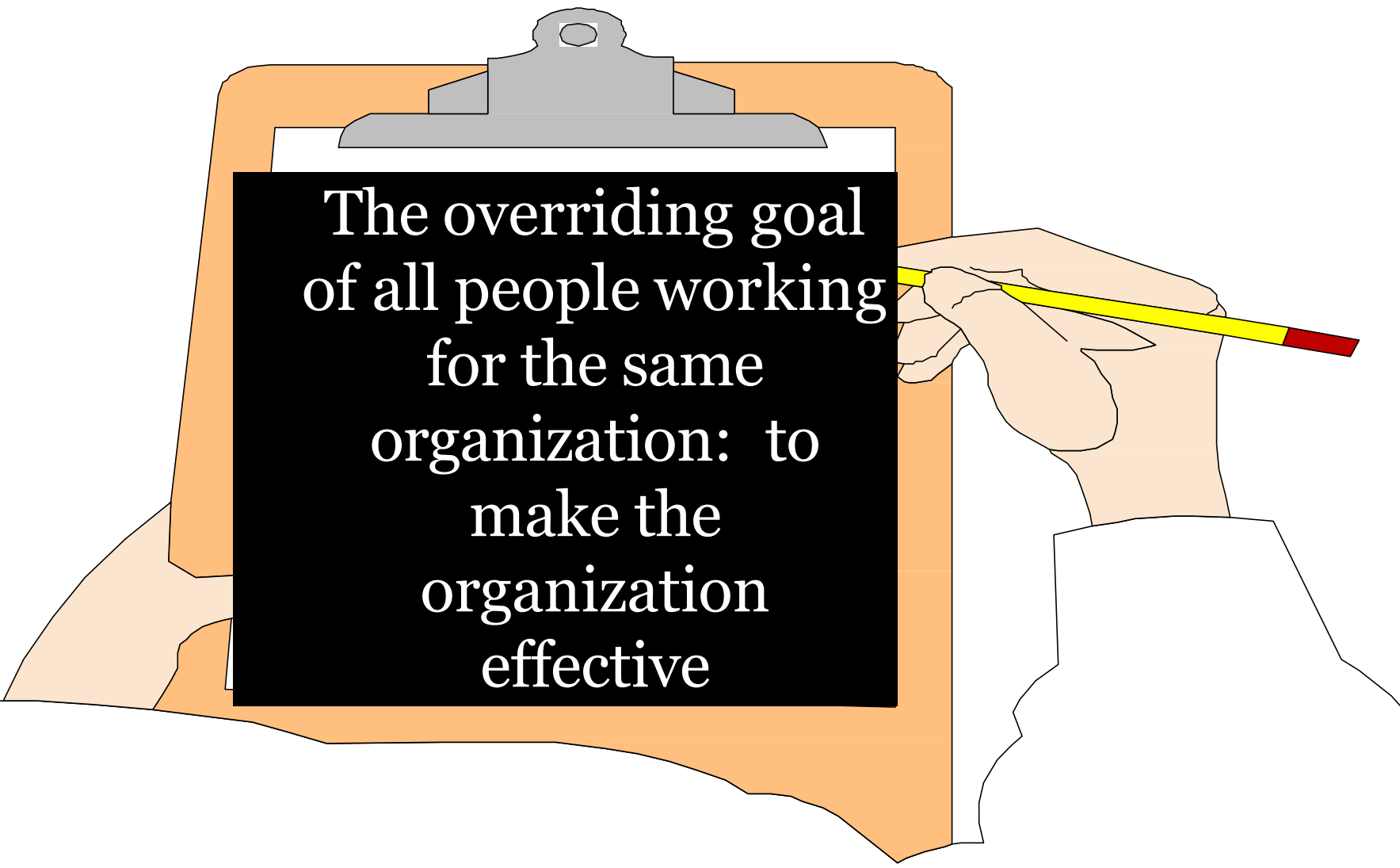


PARTICIPATORY ADMINISTRATION

*Towards
A
Common
Goal*



Common Goal

An illustration of a hand holding a yellow pencil with a red eraser, writing on a clipboard. The clipboard has a silver clip at the top and a white sheet of paper. A black rectangular box is overlaid on the paper, containing white text. The background is a light orange color.

The overriding goal
of all people working
for the same
organization: to
make the
organization
effective

Participatory Administration is an approach, which gives everyone in the organization an opportunity to contribute their skills, knowledge and talent to improve the organization.

What is Participatory Administration

A process of involving those who are influenced by decisions, in making decisions, where everyone makes certain that everyone gets their needs met.

CHARACTERISTICS OF PARTICIPATORY ADMINISTRATION

It is a method, which gives employees responsibility, accountability, and authority over their work.

It provides simple tools for employees to improve their work performance and positively impact the bottom line.

It provides an environment to make employee needs known and creates a vehicle for improved communication between all areas of the organization.

Why Participatory Administration?

Every one is result oriented.

Two heads are better than one

Draw resources of mind, not just body

'People are our most important asset'

Company productivity ,its commitment to involvement of its employees

PARTICIPATORY ADMINISTRATION



Increasing job satisfaction by encouraging participation

Team management represents a growing trend

ELEMENTS OF PARTICIPATORY ADMINISTRATION.



Group
problem
solving



Group
discussion



INFLUENCE



INTERACTION



**Focus on Your
Strengths &
Delegate Your
Weaknesses!**



INFORMATION SHARING AND THESE REQUIRE CONSIDERATION





Benefits of Participative Administration

Increase Productivity (Effectiveness and efficiency)



BETTER COMMUNICATION



Better Decisions

REDUCED ABSENTISM



IMPROVED JOB SATISFACTION

Greater trust



Better Teamwork



- Teams are natural problem solving devices
- Teams provide a valuable source of feedback
- Teams are collections of organizations best assets

FASTER ADAPTATION TO CHANGE





Acquiring



Developing



Rewarding



Maintaining

An Organization's Workforce



Employee Morale



SKILLS REQUIRED IN PARTICIPATORY ADMINISTRATION

Interest and concern



*Recognize and enhance talents
in others*

Recognize and work around weaknesses in others



Communication particularly listening

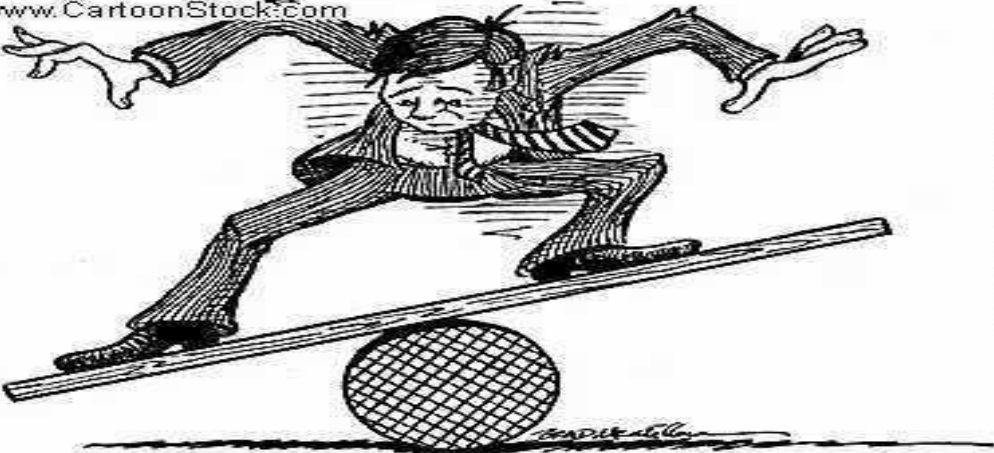


TEACHABILITY



SELF CONTROL

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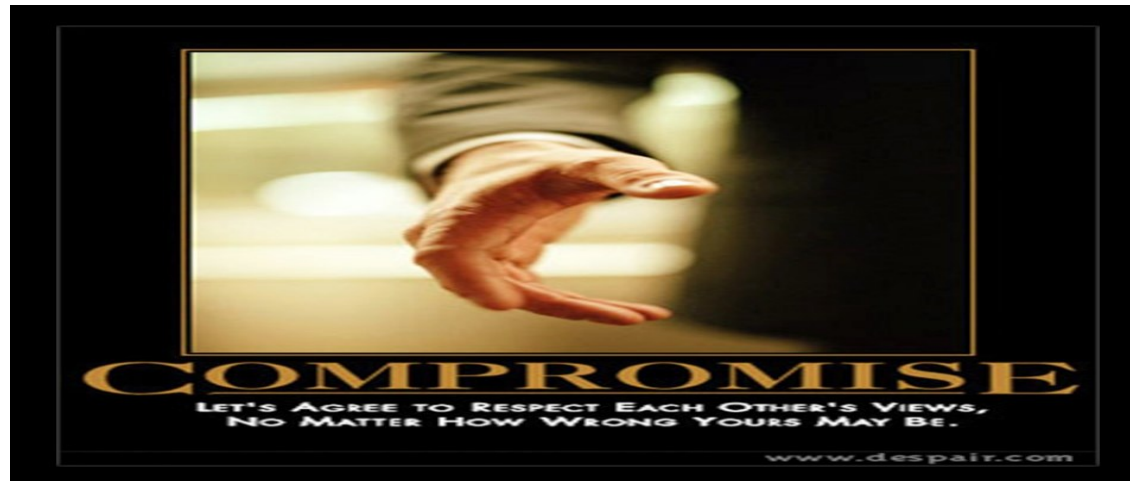
CONFLICT RESOLUTION



NEGOTIATION



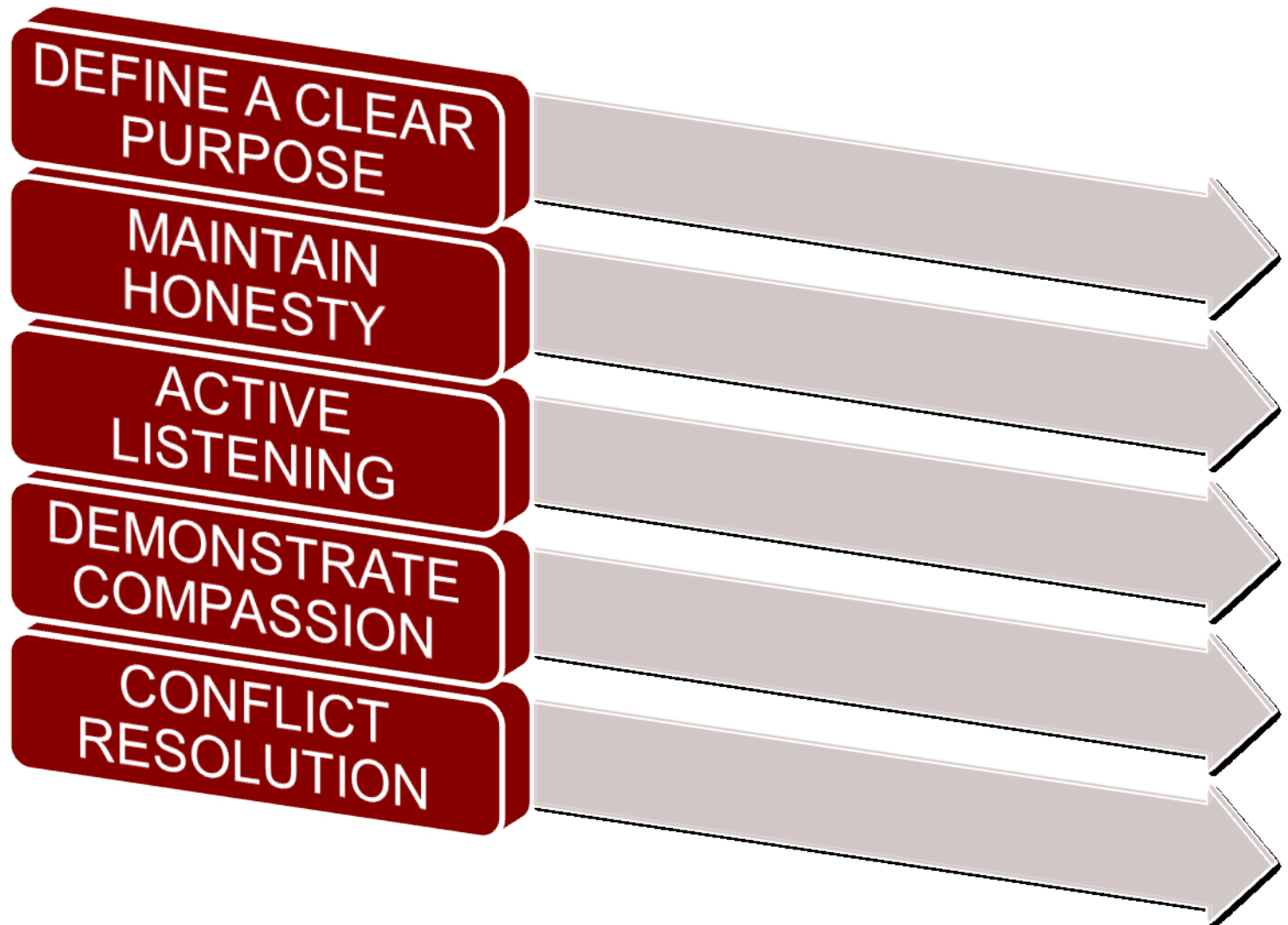
COMPROMISE



SYNERGY



THE PRINCIPLES OF SYNERGY



FLEXIBILI TY

FLEXIBILITY



Stretch your potential.

Disadvantages

It is not appropriate for every organization and every work unit

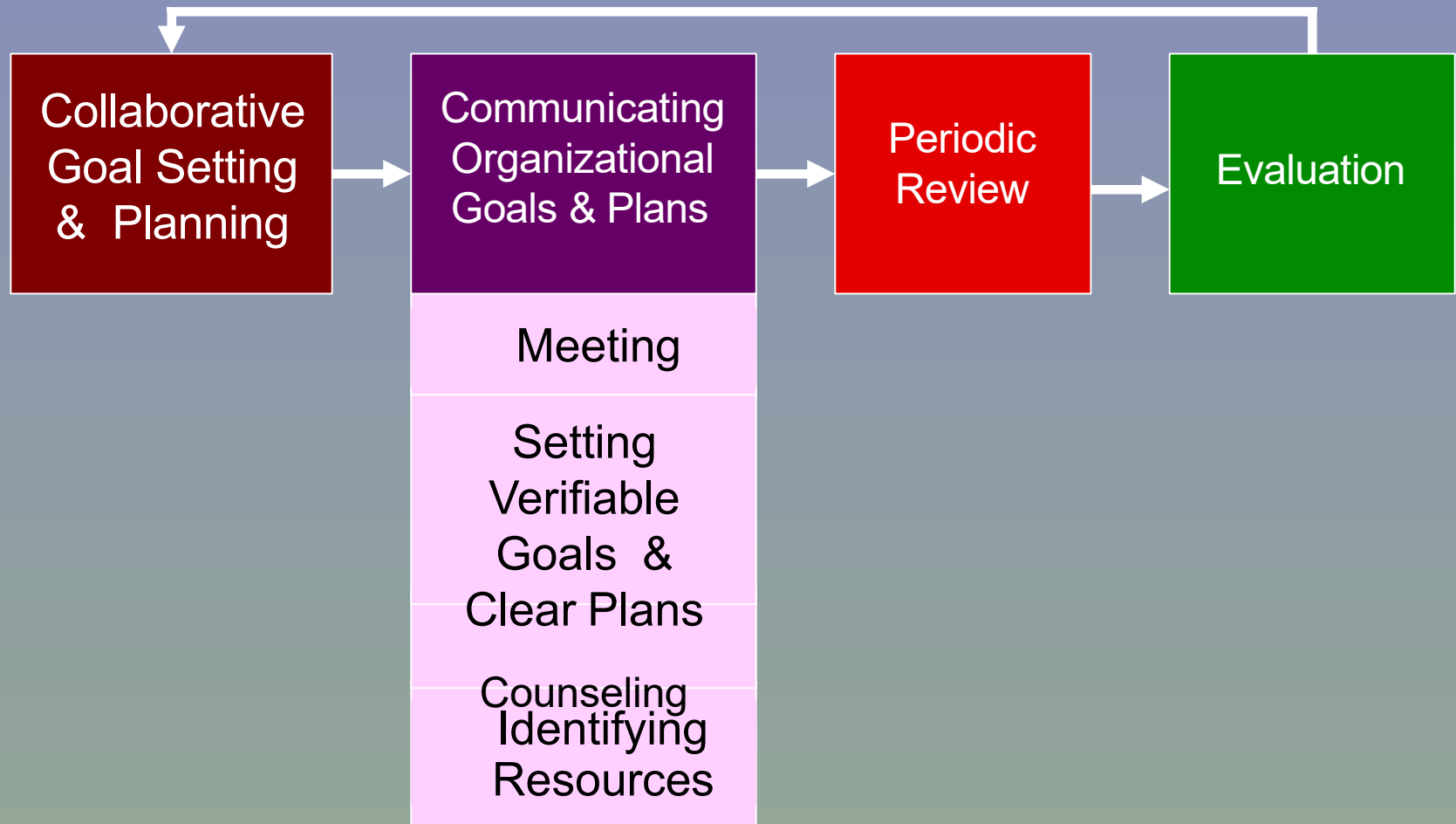
Employees getting involved must be interested

Employees must have competence and knowledge

There must be trust and confidence between parties involved

Management by Objectives

Collaborative Goal-setting



WHAT PARTICIPATIVE MANAGEMENT IS 'NOT'?

- 1.It is not permissiveness.**
- 2.It is not weakness.**
- 3.It is not involvement in trivia.**
- 4.It does not mean giving up authority**
- 5.It does not mean giving up all decision making.**
- 6.It does not mean postponing action..**

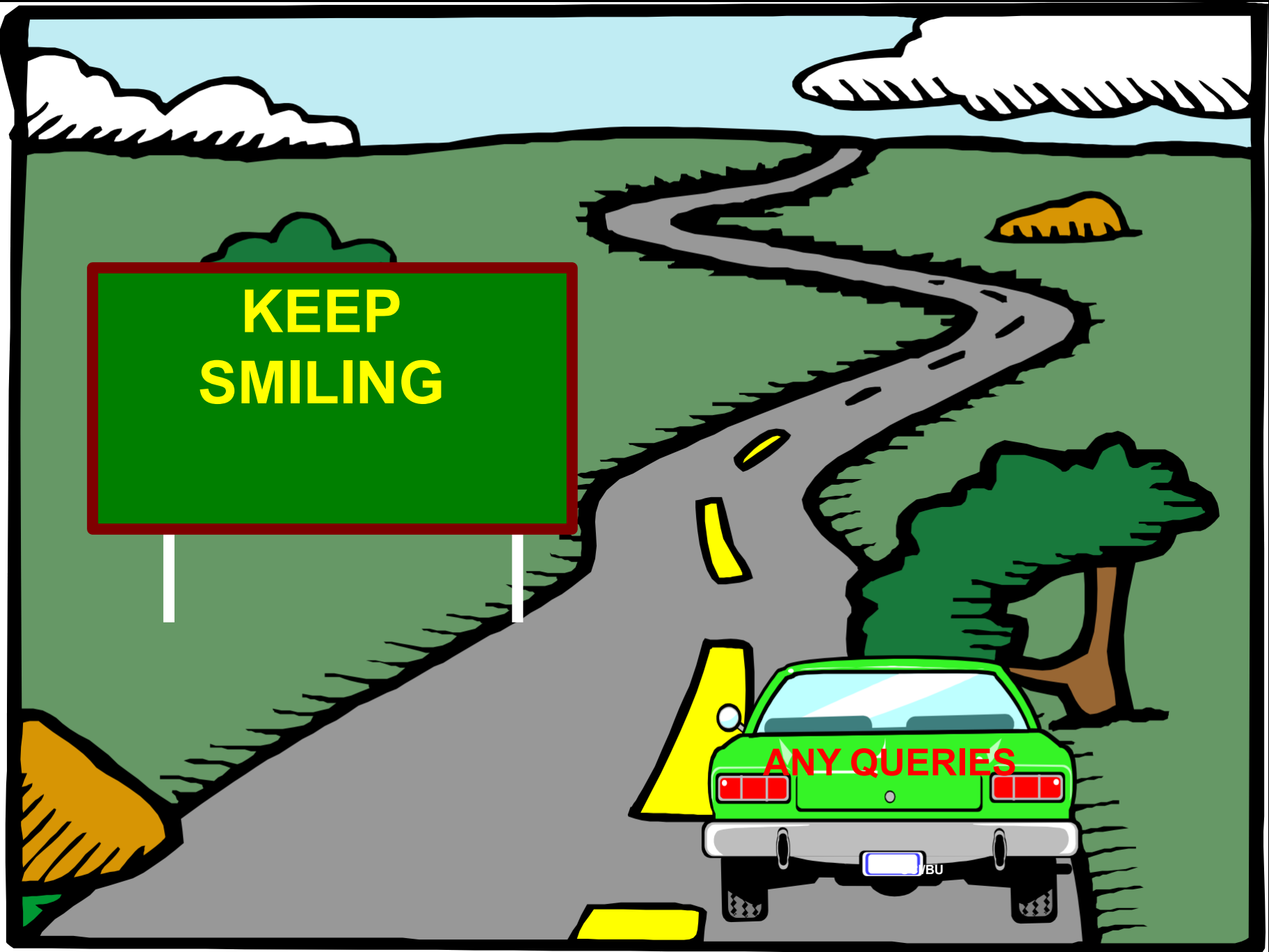
CONCLUSION

- You give employee an inch and he gives you back a mile
- If applied properly participatory administration acts as a boon and increases efficiency, effectiveness and performance of employee and work performed by them

**KEEP
SMILING**

ANY QUERIES

BU



thank

you



Why Teams Work

Teams are collections of the organization's best assets.

Each team member has specific talents. By combining individuals in team fashion, all of these talents are joined to work toward a common goal.



Why Teams Work

Teams are natural problem solving devices.

A team setting opens up new communication lines. Because of the necessity of communication within a team, members encounter problems and challenges in early stages and are able to head them off with greater efficiency and success.

