Management Seminar SEDEC

Chennai January 10, 2007 – January 14, 2007

Facilitated by A.JOHN Secours Catholique

Agenda

<u>09/01/07</u>	
21:00	Arrival at Chennai and installation in the Hotel
<u>10/01/07</u>	
08:45-09:30	Introduction and reflexion on the expectations from the seminar
0930-18:00	- Management - theoretical input and exchange
	- Assess the present management situation of SEDEC
18:00	Conclusion.
<u>11/01/07</u>	
08:45-17:00	Where do we want to go from here in order to improve the management.
17:00-17:30	Conclusion and summary of the day
<u>12/01/07</u>	
08:45-13:00	How do we want to improve the management method
14:00-18:00	Resolution and conclusion to be implemented
<u>13/01/07</u>	
08:45-12:30	Elaboration of an implementation plan and indicators
14:00	End of the seminar
<u>14/01/07</u>	Departure for Colombo

Management – The Process

Plan

Determining objectives and goals ; Draw up plans that will implement these goals Assessing ressources (needed and available) Scheduling work Delegation and flow chart

Setting Standards and Check points for evaluating The work, ensure the Work flow; collect feedback

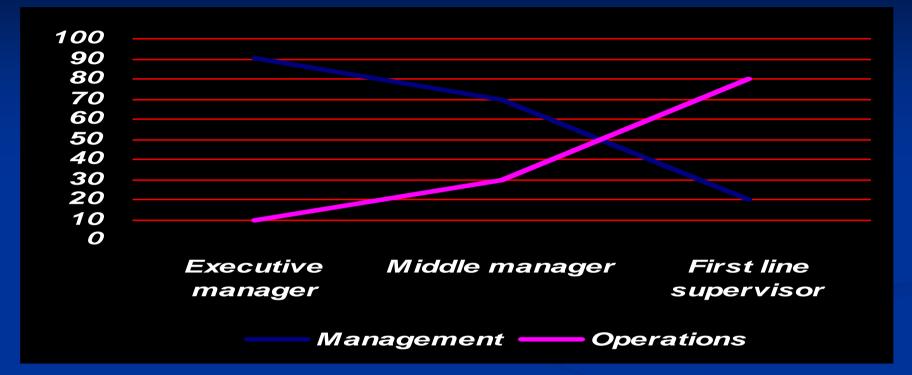
Supervising the worker Training and developoing them Giving orders ; maintainingm motivation And a productive work climate

Motivate

Organize

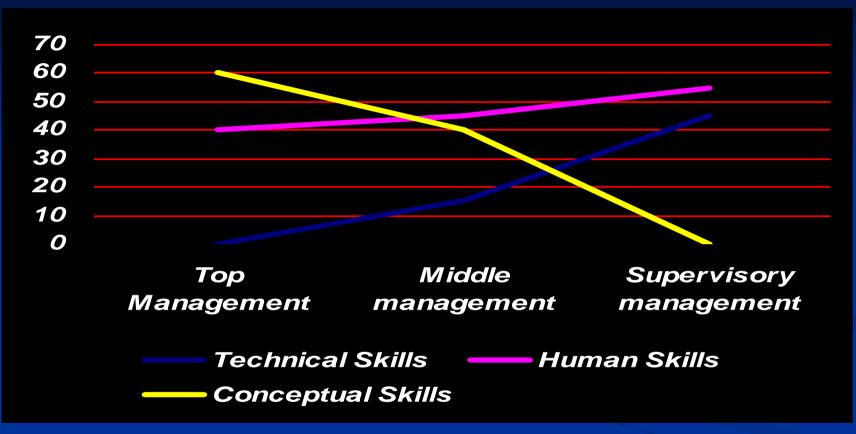
Control

Principle of management



Manaement is a leadership effort to integrate and effectively use a variety of resources to accomplish the objectives. Delegation is giving people things to do, while management is accomplishing organisational goals by working through individuals and groups. It is easy to see that the two are closely entwined. The manager who is not delegating is not managing

Management and use of skills

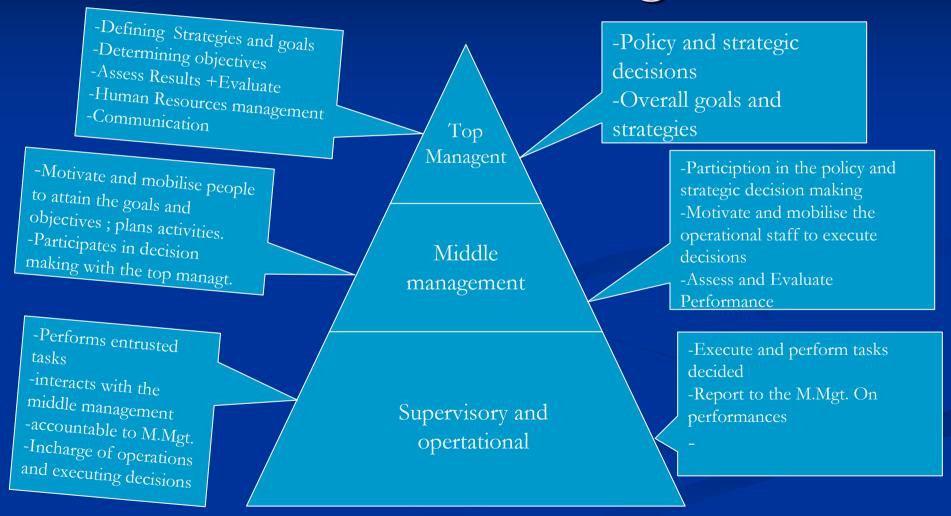


Technical skill : Ability to use knowledge, methods and equipments to perform specific tasks. Acquired from experience and training

Human Skills : Ability and judgment in working with people, including an understanding of motivation and leadership

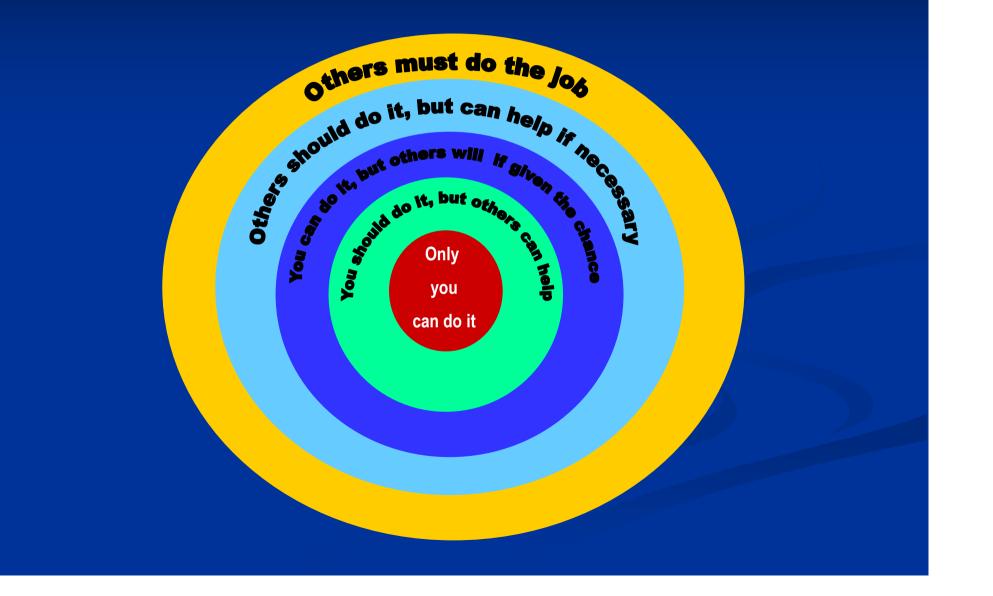
Conceptual skills : Ability to understand the complexities of the overall organisation and where one's own unit fits into the total picture

Roles and responsiblities Decision making

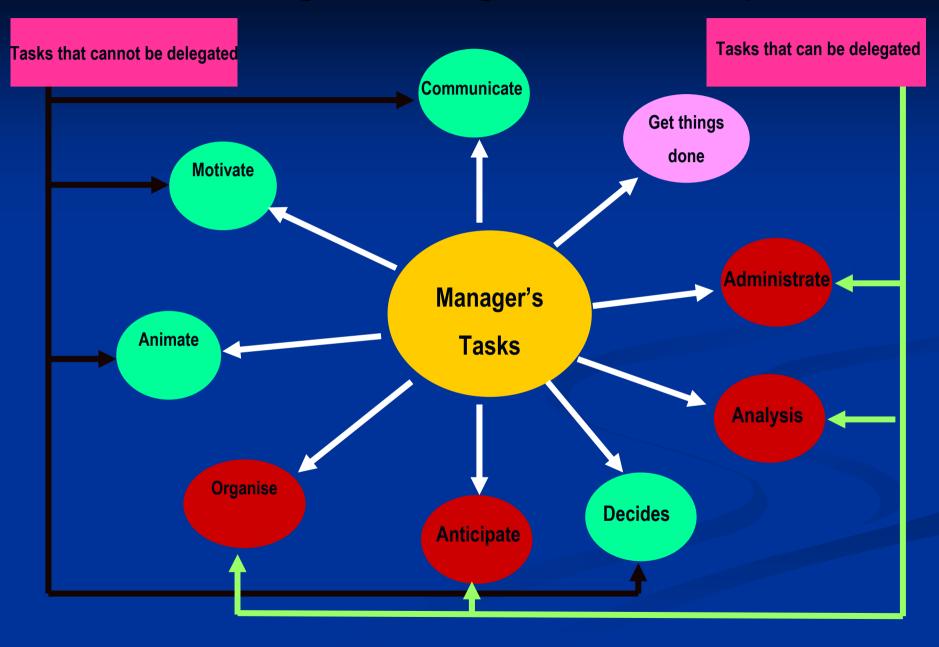




Targetting Delegation



Delegation, Management & Efficiency



What Delegation can mean?

- More work can be accomplishe and deadlines can be met more easily.
- Employees become involved and committed
- The assignement of specific responsi bility and authority makes control less difficult
- Employees grow and develop
- Human ressources are utlised more fully and productivity improves
- Individual performances can be measured more accurately
- Compensation, including merit increases cab ne more directly related to individual performances
- A diversity of product, operations and people can be managed effectively
- Distant operations can be managed with less travel and stress
- Employees satisfaction and recognitions are enhanced
- The manager has time form planning, organising, motivating, controlling and time for reflexion on strategic issues.
- The manager is freed to do those task that he or she is can do
- List three other advantages that you think are important :
- **–** 1.
- **2**.

3.

Sedec- Rapid Assesment of Delegation

- Each of the employees knows what is expected of him or her
- The employees are involved in goal setting, problem solving and improvement of the quality of the activities.
- I place my personal emphasis on planning organizing, motivating and controlling rather than on doing tasks others could do

- When assigning work the assignee is thoughtfully selected
- When a problem occurs on a project that has been delegated, the employees are given a I reasonable chance to work out a solution for themselves
- When the employees are delagated they are briefed on details on which the management is familiar with
- Delegation is one way of to help employees develop their skills, so that work can be assigned accordingly
- The employees are supported in case of emergencies but they are not allowed to leave work for the management
- When a work is assigned, stress is more on the desired results; not on how to accomplish them
- When a project is delegated everyone knows who is in-charge of the project
- Work is delegated keeping in mind the balance between authority with need and experience
- The employees are held responsible for the results.

Give scores from 0 to 6

Delegation of responsibilities

	Fr.Damian	Mr.Newman	Theiva	Arockiam	Arunashantha	Siva/Ryle
Fr.Damian	1A	Délégation for HRM, animation etc	Tsunami Pgm Tsunami finances	Relation avec les partners & expatriates	Global progs. Of CSL+ linkage TCU	Global audit+ tsunami related finance
Mr.Newman	Regular reporting to Fr.DF	2А	Tsnami et expatriates	Organisation of meetings with expatriates	Animation and technical mget of the Nat.Team	Regular meetings on the financial situation
Theiva	Regular reporting to Fr.DF et NF		3А	Tsunami strategy, preparation of meetings	Global Pgm & Tsunami stragy Capicitation of local staff	Gets regular info on financial situation and follows-up dioceses
Arockam	Regular reporting to Fr.DF et NF			4A		Gets regular info on the financial situation for CI
Arunashantha	Regular reporting to Fr.DF et NF		Regular meeting with the TCU for	Strategising the C.B of the local staff	5 A	
Siva/Ryle						6 A

Organisation and responsibilities

1A	CEO, Meets with the Management committee once a week. Incharge of overall goal and objectives setting and delegation of responsibilities to the right person. Communicates, motivates, animates and decides. His CO-Director is 2A
2A	Senior administrative manager. Overall in-charge of administration, HRM, administrative decisions, contact with the dioceses, security, logistics and call for meetings. Is the Coresponsible with the CEO, takes over inhis absence.
3A	Overall Tsunami manager. In charge of all tsunami related activities (programs, finances, animation of the dioceses, gets things done by the persons incharge). Is co-responsible with the Tsunami chief coordinator. Relates directly to the CEO or SAM.
4A	Tsunami chief coordinator, overall co-responsible with the Tsunami Manager. Specific areas of assignment allocated and is entrusted with the task of making things work efficiently and effectively. Reference person for Expatriates. Counterpart of 3A.
5A	Overall incharge of the activities in Sri Lanka. Contributes to reflection on mainstreaming tsunami activities and emergency activities into the overall mission of CSL. Works as team member with the Tsunami unit and is member of the Mgmt.com.
6A	Overall in-charge of the finance of CSL, including the Tsunami finance. Guides, orients and motivates the Tsunami finance managers. Follows-up the recommendations of the audits and evaluations from the finance point of view. Works closely with the TCU.

Delegation for effective and efficient results

Key area of action	Whom to delegate	What needs to be done
Follow-up of the finances of Tsunami operations		
Follow-up of the PMS		
Follow-up of the audit report		
Regular information to the partners on the tsunami pgm.		
Organizing meetings with the expatriates and counterparts		
Follow-up of the expatriates		
Mainstreaming Tsunami activities to other programs		
Follow-up of mails and correspondences		
Follow-up of the communication and related issues		
Links with the dioceses on Tsunami programs		
Participation in platforms and other national meetings		

Delegation for effective and efficient results

Key area of action	Whom to delegate	What needs to be done
Authorisation for vehicules		
Logistics regarding receiving partners etc.		

Plan of Action

Action to be undertaken	Capacity Building to be introduced	Procedures to be introduced	Key results expected

Nature of the meetings	Aims of the meetings	Paticipants	Regularity	Expected outputs
Management coordination meetings		Fr.DF, NF, Theiva, Arock, Siva et Anura	Once a week	Preparation for the week, strategical issues, HRM, Partnership related issues etc.