

Management Seminar SEDEC

Chennai

January 10, 2007 – January 14, 2007

Facilitated by A.JOHN

Secours Catholique

Agenda

09/01/07

21:00 Arrival at Chennai and installation in the Hotel

10/01/07

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.

11/01/07

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

12/01/07

08:45-13:00 How do we want to improve the management method

14:00-18:00 Resolution and conclusion to be implemented

13/01/07

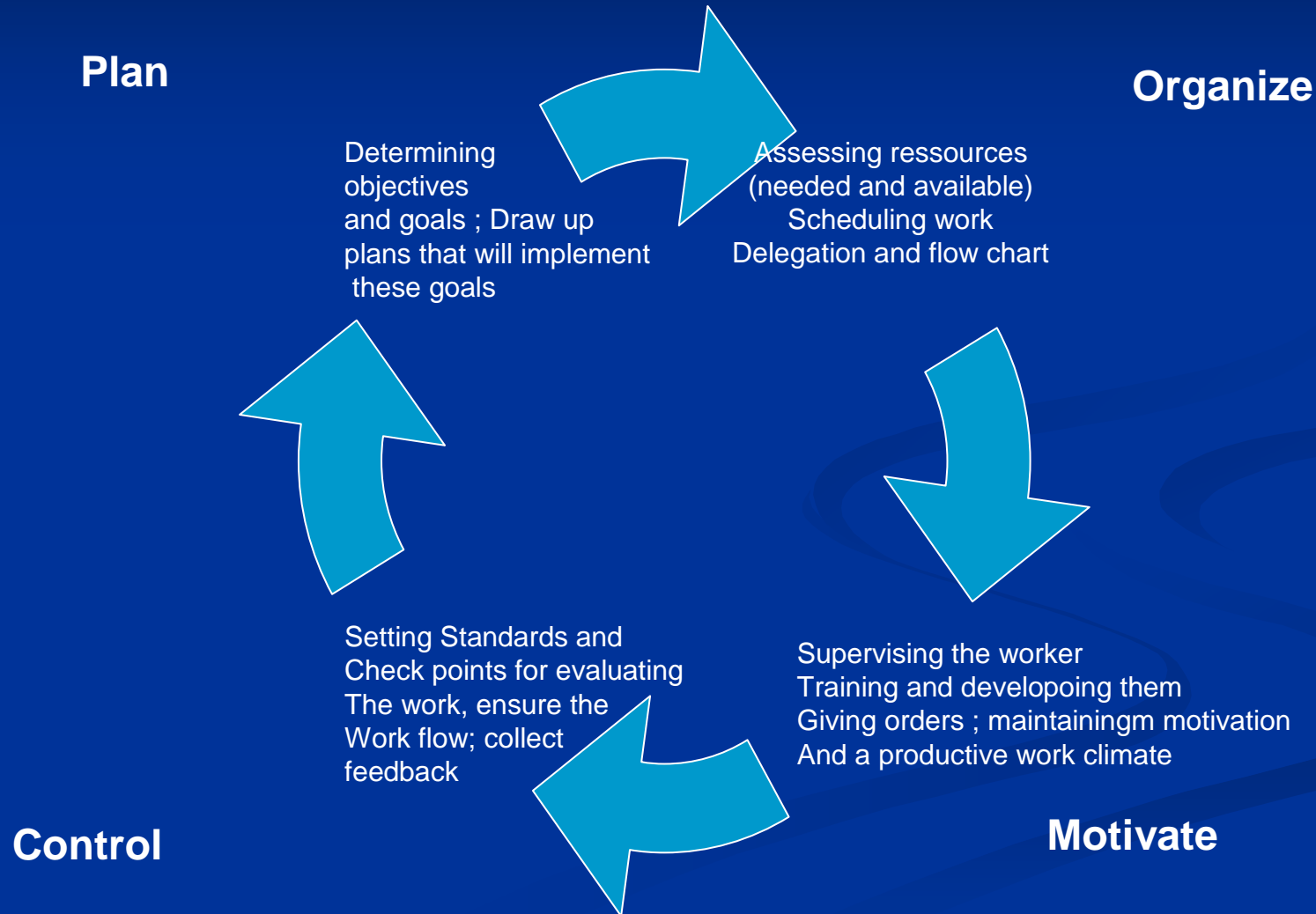
08:45-12:30 Elaboration of an implementation plan and indicators

14:00 End of the seminar

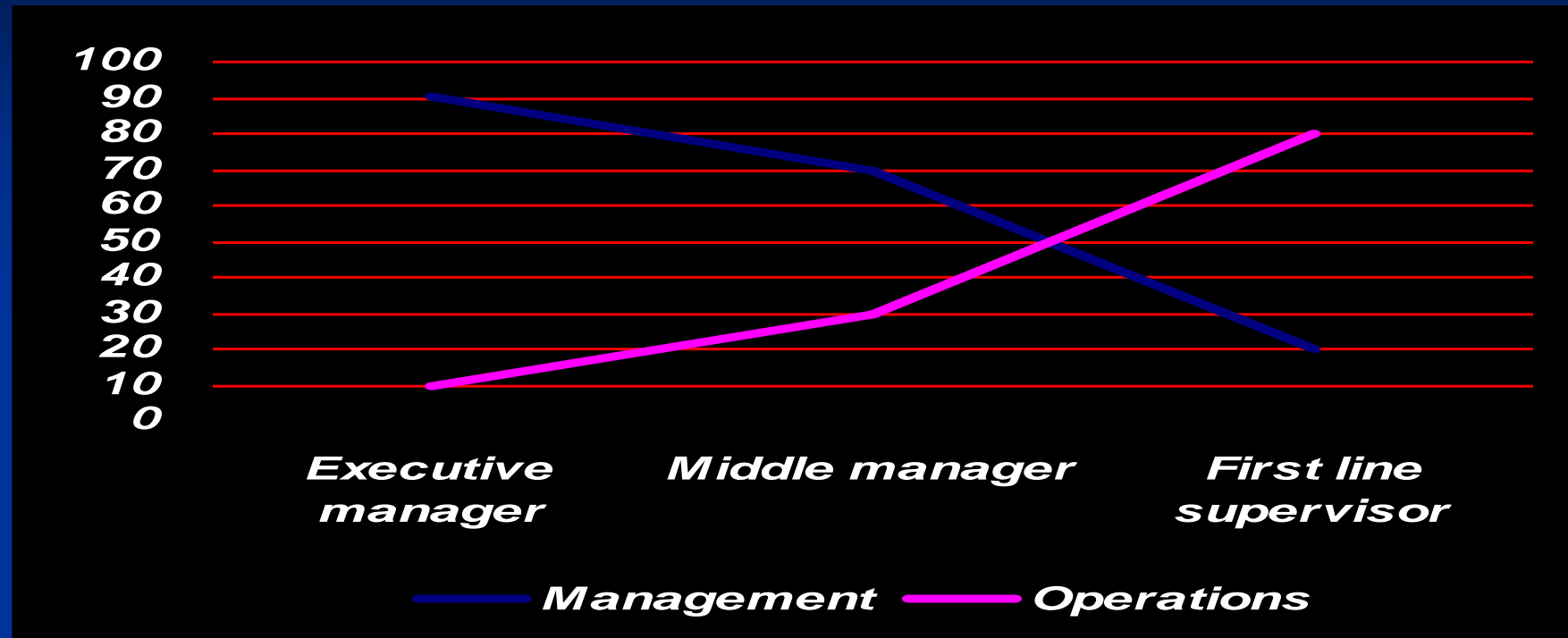
14/01/07

Departure for Colombo

Management – The Process



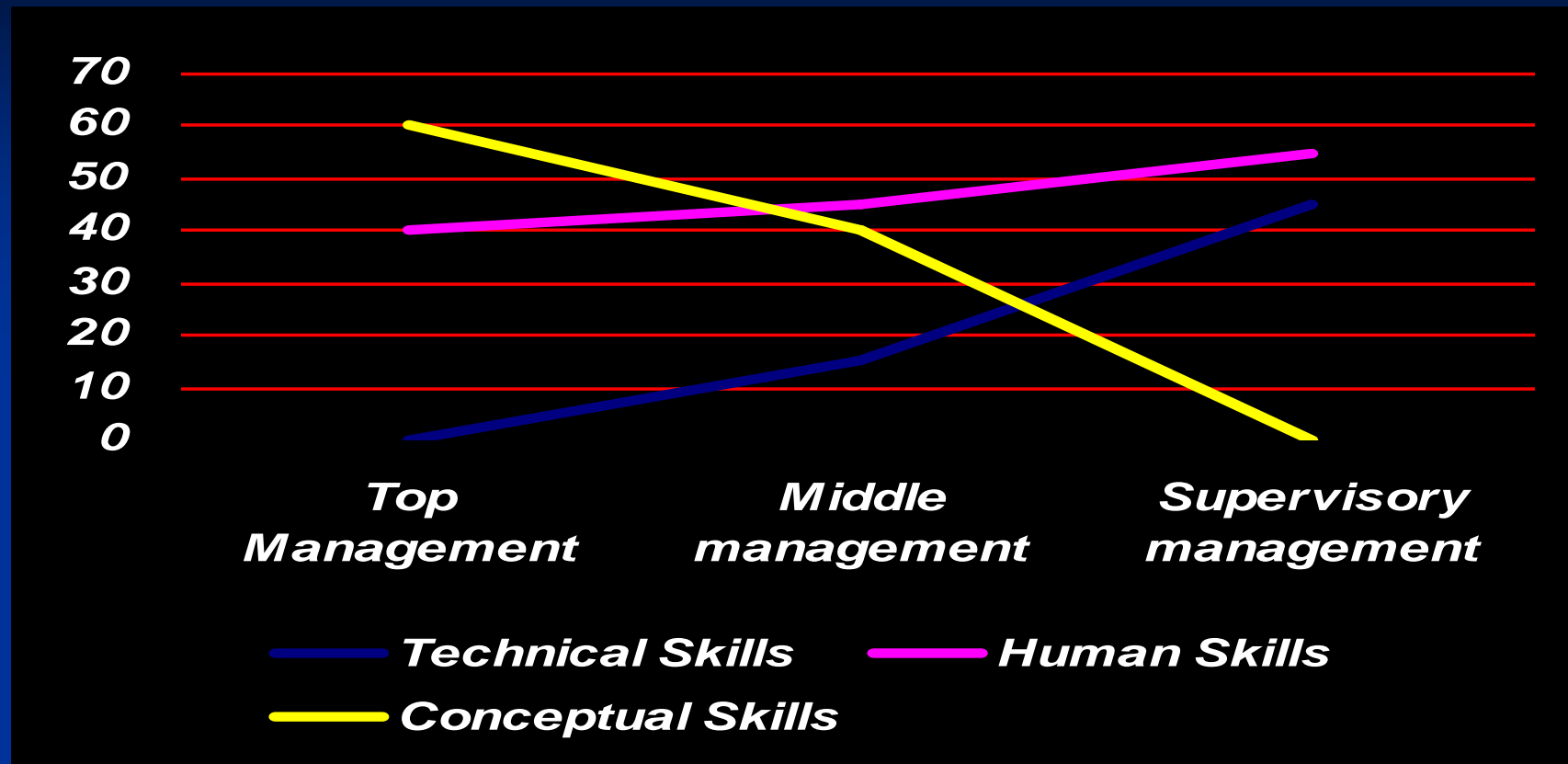
Principle of management



Management 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



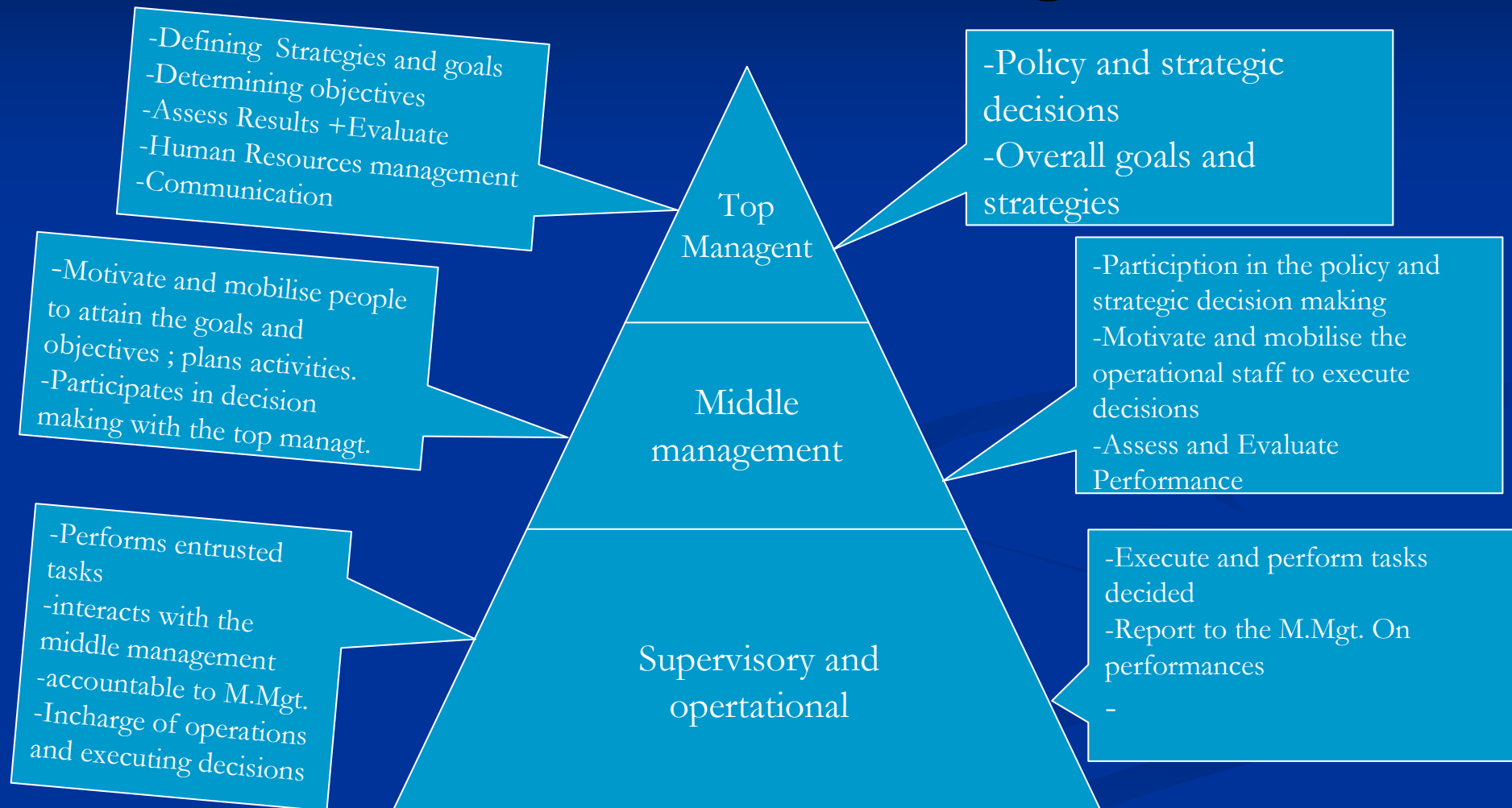
Technical skill : Ability to use knowledge, methods and equipments to perform specific tasks. Acquired from experience and training

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

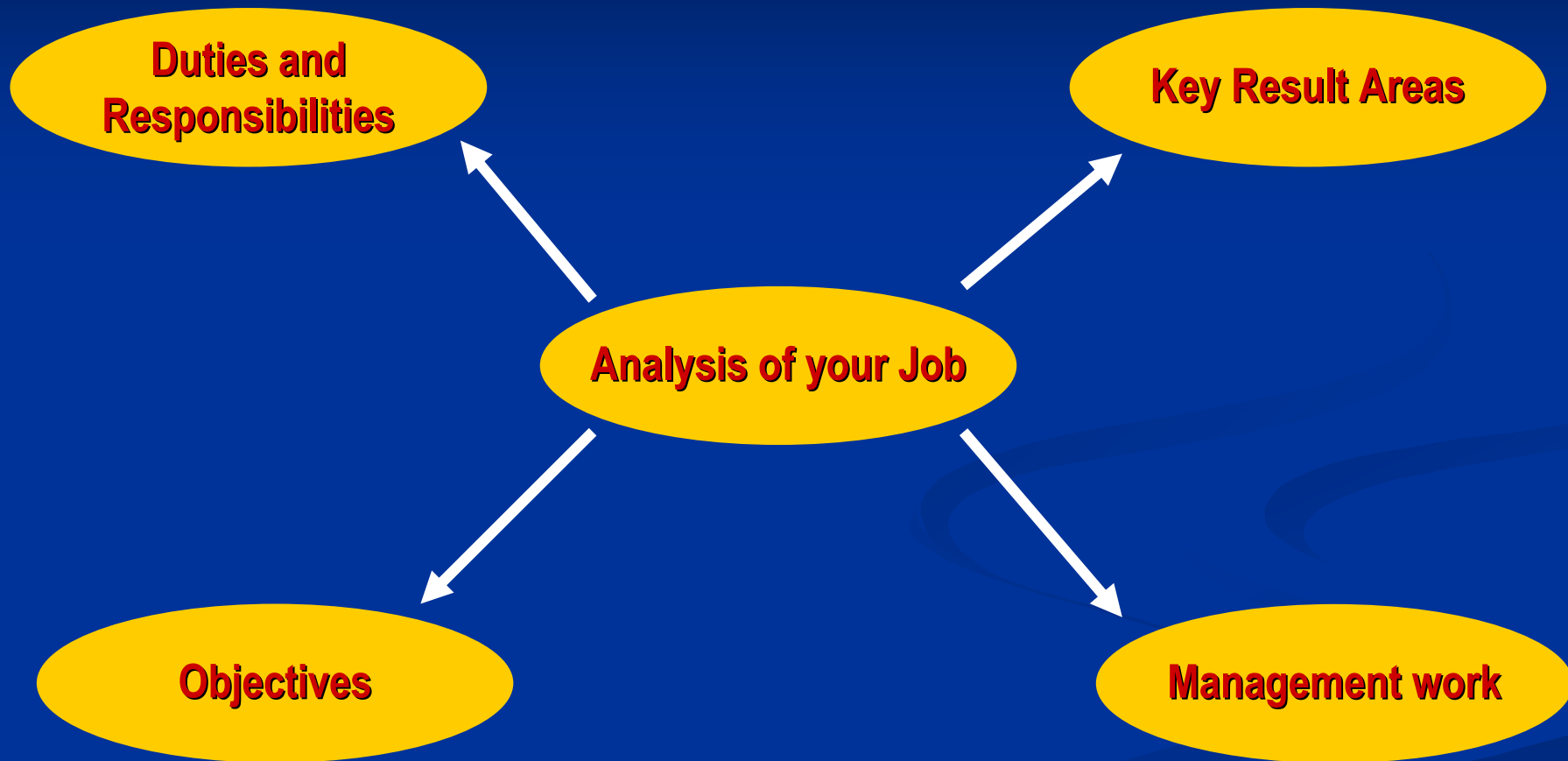
Conceptual skills : Ability to understand the complexities of the overall organisation and where one's own unit fits into the total picture

Roles and responsibilities

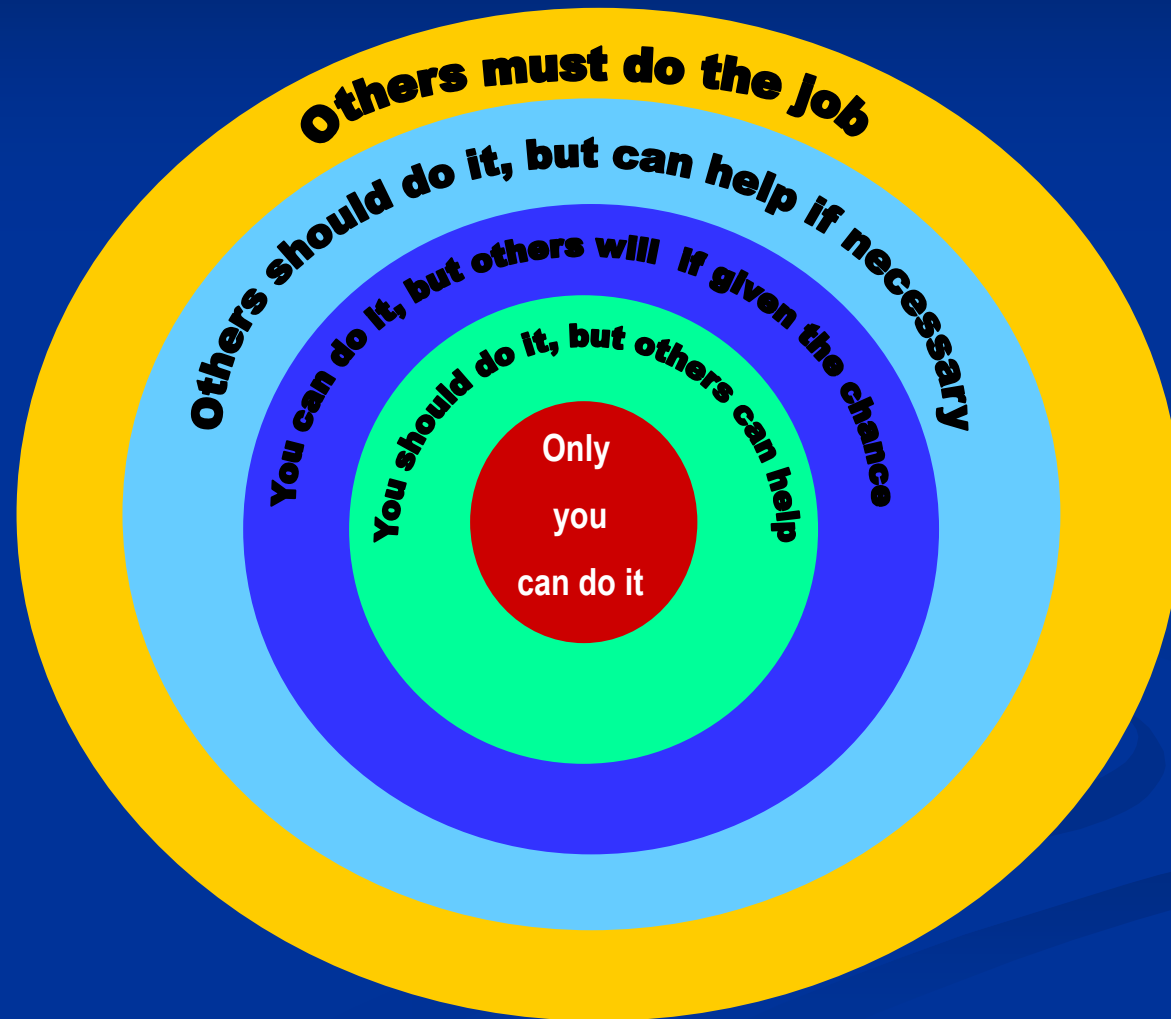
Decision making



Analysis of your job



Targetting Delegation



Delegation, Management & Efficiency



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 reasonable chance to work out a solution for themselves
- When the employees are delagated they are briefed on details on whhich 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 | 2A | Tsunami 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 | | 3A | 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 Co-responsible 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 | | |

| 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. |
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