



19MEE312

PRINCIPLES

OF

MANAGEMENT



UNIT IV STAFFING & DIRECTING

Techniques of directing

We can understand supervision in two ways:

1. **Supervision as an element of Directing:** Supervision means overseeing the subordinates at work and guiding and instructing them to achieve the goals of the organisation. As supervision is an element of directing, every manager supervises his subordinates.
2. **Supervision as a function performed by Supervisors:** A Supervisor is a vital link between workers and management. He is directly responsible for issuing orders and instructions. He guides, trains, and inspires workers to accomplish goals. He also conveys workers' suggestions and grievances to management.





The roles of supervision are as follows:

- **Interpersonal Contact with Workers:** Day-to-day contact and friendly relations with the workers is maintained by the supervisor. He acts as a guide, friend and philosopher to the workers.
- **Link between Workers and Management:** A supervisor acts as a link between workers and management. He communicates managerial policies and decisions to the workers and conveys workers' suggestions, ideas, complaints and grievances to the management. Supervisor helps to avoid misunderstandings and conflicts between the management and workers.
- **Maintains Discipline:** He maintains discipline in the organisation by enforcing rules and regulations. He uses various techniques to maintain discipline among the subordinates.
- **Promotes Group Unity:** A supervisor helps in maintaining group unity amongst the subordinates. He sorts internal differences among the workers and follows a people-oriented approach to build and maintain harmonious relations in the organisation.
- **Helps in Improving Performance:** Supervision helps in inspiring and guiding workers to achieve organisational goals. As a supervisor is in direct contact with the workers, he is in better condition to improve the performance of the workers. He motivates them to work hard and improve their productivity by using both financial and non-financial incentives.
- **Provides Training to Employees:** Supervisors provide on-the-job training to new and existing employees to make an efficient team of workers. They instruct, suggest, criticise, and guide the employees, which makes them efficient and reduces accidents and wastage of resources in the workplace.
- **Influences Workers:** Supervisor influences the workers by inspiring them to cooperate and contribute to the best of their ability. A supervisor can build up higher morale of the employees through effective leadership.
- **Provides Feedback:** A supervisor evaluates the performance of the workers as per the predetermined standards. By measuring the actual performances, the weakness of the employees is identified. The supervisor provides feedback and corrective measures are taken by the supervisors and subordinates to improve the performance.

Reference: <https://www.geeksforgeeks.org/staffing-process/?ref=lbp>