

Managerial Readings

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1

Content

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1. Management
2. A successful Manager, Alex Thompson
3. Planning
4. Planning for Horizon Innovations
5. Organizing
6. Bright Future Company
7. Leading
8. Miss Harmony, the leader of Sweet Bliss
9. Controlling
10. A bakery called Harmony Delights

2

2

MODE OF ASSESSMENTS

Components	Marks	
Assignment 1	10	
Assignment 2	10	
Assignment 3	10	
Assignment 4	10	
Semester Exam	10	
Final Exam	50	

3

3

Semester and Final Exams

Semester Exam	Final Exam	Types of Questions
✓	✓	Multiple-choice questions
✓	✓	True / False questions
✓	✓	Fill in the blanks
	✓	Match the terms to their explanations
	✓	Definitions
	✓	Short essay questions

4

4

Chapter 5. Organizing

- Definition
- Key Elements of organizing
- Importance of organizing
- Questions



5

Organizing

Organizing is one of the key functions of management that involves arranging and structuring resources and tasks within an organization to achieve specific goals. It's like combining all the puzzle pieces to ensure everything works smoothly.

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6

6

Match the terms below to their explanations in the table.

Budget Organizational Structure Allocating Resources
 Lines of Authority Coordinating Resources

The terms:	Their explanations:
Budget	It is like a plan for your money. It's a list of how much you have and how you want to spend it. It's like making a shopping list before going to the store.

9

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Match the terms below to their explanations in the table.

Budget Organizational Structure Allocating Resources
 Lines of Authority Coordinating Resources

The terms:	Their explanations:
Coordinating resources	It is like making sure all the parts of a machine work together. It's about organizing and managing your people, money, and tools so that everything runs smoothly.

10

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10

Match the terms below to their explanations in the table.

Budget Organizational Structure Allocating Resources
 Lines of Authority Coordinating Resources

The terms:	Their explanations:
Lines of authority	They are like the rules of a game. They show who is in charge and who reports to whom. It's like knowing who to ask for help or permission when you need it.

11

11

Key Elements of Organizing:

Structuring Tasks:

Organizing starts with breaking down the overall goals into smaller, manageable tasks. Each task is assigned to individuals or teams based on their skills and responsibilities.

12

12

Key Elements of Organizing:

Creating Roles and Responsibilities:

Once tasks are identified, organizing involves defining roles and responsibilities. This means determining who is responsible for what and ensuring that everyone knows their part in achieving the goals.

13

13

Key Elements of Organizing:

Establishing a Hierarchy : التسلسل الهرمي :

Organizing also involves creating a structure or hierarchy within the organization. This means arranging positions from top to bottom, like a pyramid هرم, with clear lines of authority and reporting.

14

14

Key Elements of Organizing:

Coordinating Activities:

Coordination is a big part of organizing. It's about ensuring that all the tasks and activities are linked together in a way that contributes to the organization's overall success.

15

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15

Key Elements of Organizing:

Allocating Resources:

Organizing includes ensuring that resources, such as human resources (employees), financial resources (budget), and physical resources (equipment), are allocated effectively to support the tasks and activities.

16

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16

Importance of Organizing:

Efficient Use of Resources:

Organizations can use their resources efficiently by organizing tasks and allocating resources effectively.

This helps in getting the most out *اقصى استفادة* of what the organization has.

17

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17

Importance of Organizing:

Clear Structure:

Organizing provides a clear structure to the organization, which helps everyone understand their roles and responsibilities. This clarity reduces confusion and improves efficiency.

18

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Importance of Organizing:

Better Coordination:

When tasks are well-organized, it becomes easier to coordinate activities. This ensures that different parts of the organization work together smoothly to achieve common goals.

19

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Importance of Organizing:

Improved Communication:

A well-organized structure promotes better communication within the organization.

Clear lines of authority and reporting make it easier for information to flow smoothly.

20

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20

Organizing

In summary, **organizing** in management is about arranging tasks, defining roles, establishing a hierarchy, coordinating activities, and allocating resources effectively to achieve organizational goals. It brings order and structure to the organization, contributing to the efficient use of resources and overall success.

Answer the following essay questions:

1. Explain what **organizational structure** means for a company. How does it like a blueprint, and why is it important?

Answer:

Organizational structure is like a blueprint because it helps arrange tasks, roles, and responsibilities in a company. **It's important because it provides a clear plan for how the organization works, reducing confusion and ensuring everyone knows their part.**

Answer the following essay questions:

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2. Describe the concept of **allocating resources**. What is it like deciding where to use tools, and why is it necessary for a company?

Answer:

Allocating resources is like deciding where to use tools, and determining where to put people, money, and equipment. **It's necessary for a company to make sure everything gets done efficiently and that resources are used in the right places.**

23

23

Answer the following essay questions:

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3. What does the term "**budget**" mean for an organization? Compare it to making a shopping list and explain why having a budget is important.

Answer:

A budget is a plan for money, like making a shopping list before going to the store. **It's important for an organization because it helps manage expenses, ensures money is spent wisely, and helps achieve financial goals.**

24

24

Answer the following essay questions:

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4. Illustrate the concept of **coordinating resources** with a simple analogy تشابه جزئي. How is coordinating resources like making sure all parts of a machine work together, and why is it crucial for the success of a company?

Answer:

Coordinating resources is like ensuring all machine parts work together smoothly. **It's crucial for a company's success because it ensures that people, money, and tools are organized and managed efficiently to achieve common goals.**

25

25

Answer the following essay questions:

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5. Explain the idea of **lines of authority** within an organization. How are lines of authority similar to the rules in a game, and why is it important for employees to know who is in charge?

Answer:

Lines of authority are like the rules in a game, showing who is in charge and who reports to whom. **Employees need to know for clarity in decision-making, understand roles, and know whom to approach for help or permission.**

26

26

Fill in the blanks with the most appropriate words from the table.

is

with

to

of

Organizing is one of the key functions of management that involves arranging and structuring resources and tasks within an organization (1) **..to..** achieve specific goals. It's like putting all the puzzle pieces together to ensure everything works smoothly.

Structuring Tasks: Organizing starts (2) **..with.** breaking down the overall goals into smaller, manageable tasks. Each task is assigned to individuals or teams based on their skills and responsibilities.