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**Study unit 4: The management functions**  
*Leereenheid 4: Die bestuursfunksies*

**15/08/2016**



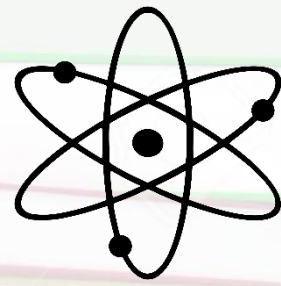


**LET'S TWEET**  
**#BSWG2232016**



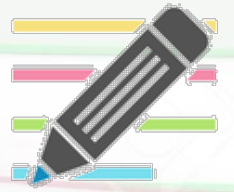
**Think of all the theories  
mentioned today;**

- 1. Choose one**
- 2. Motivate your selection in less than 140 characters**



# Reflect and create a theory

1. Name your theory
2. 5 principles



## **Study unit 4 / Leereenheid 4**

**Describe the different functions of management/ *Die verskillende funksies te beskryf***

**Define basic terminology / *Basiese terminologie te definieer***

**Demonstrate knowledge, insight and comprehension of how these functions apply to social work practice/ *Kennis, insig en begrip aan die dag te lê van hoe hierdie funksies op maatskaplikewerkpraktyk van toepassing is***

# MANAGEMENT FUNCTIONS / BESTUURSFUNKSIES



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# BASIC CONCEPTS IN SOCIAL WORK MANAGEMENT



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**Power**  
**Control**  
**Planning**  
**Authority**  
**Monitoring**  
**Evaluation**  
**Organising**  
**Leadership**  
**Supervision**  
**Accountability**  
**Responsibility**  
**Administration**  
**Decision making**  
**Human resource management**



*Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.*

*Paul J. Meyer*



# PLANNING / BEPLANNING



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**Planning is the process of anticipating goals or targets and then preparing a plan for reaching them. It means looking at where you are, where you want to go and how to reach your destination**  
*/ beplanning is die proses om doelwitte en mikhunte te antisipeer, en om dan te beplan om hulle te bereik. Dit beteken om te kyk waar jy is, waarheen jy wil gaan en hoe om jou bestemming te bereik*

***Leadership is the capacity to translate vision into reality. —  
Warren Bennis***

# LEADERSHIP / *LEIERSKAP*



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Leadership may be defined as both a position and an ability. As a position, it means that a person is responsible for the control of certain situations and is in a directing or guiding position / *Leierskap kan gedefinieer word as beide 'n posisie en 'n vermoë. As 'n posisie, beteken dit dat 'n persoon is verantwoordelik is vir die beheer van sekere situasies, en in 'n bestuur-of leiersposisie is.*

*“Incredible change happens in your life when you decide to take control of what you do have power over instead of craving control over what you don't.”*

*— Steve Maraboli, Life, the Truth, and Being Free*

# CONTROL / BEHEER



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being fully aware of what is happening and being able to make appropriate decisions or taking appropriate action / *om ten volle bewus te wees van wat aangaan en in staat wees om toepaslike besluite te neem, of gepaste aksies uit te voer*

***“For every minute spent in organizing, an hour is earned.”***

# ORGANISING / ORGANISEERING



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**Assembling required resources to  
attain organizational objectives / Om  
vereiste bronne te versamel om die  
organisasie-doelwitte te bereik**



**Planning**

**Control**

**Organizing**

**Leadership**



# SPECIFIC MANAGEMENT FUNCTIONS



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**Staff management and development**

**Setting and achieving objectives**

**Managing change**

**Managing contracts and trading**

**Developing and implementing policies**

**Managing finance**

**Fostering team work and involvement**

**Dealing with peoples problems**

**Assessing and managing risks**

**Managing the quality and effectiveness of work**

**Managing partnerships**

**Managing time**

**Managing administration and information systems**

# **SPEKIFIEKE BESTUURSFUNKSIES**



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**om personeel te bestuur en te ontwikkel;**

**om doelwitte te stel en te behaal;**

**om verandering te bestuur;**

**om kontrakte en handeldrywing te bestuur;**

**om beleid te ontwikkel en te implementeer;**

**om finansies te bestuur;**

**Om spanwerk en betrokkenheid te bevorder;**

**om werk te maak van die menseprobleem;**

**om bestuursrisiko te evalueer;**

**om die gehalte en doeltreffendheid van werk te bestuur;**

**om vennootskappe te bestuur;**

**om tyd te bestuur;**

**om administrasie en inligtingstelsels te bestuur.**

PLAN

# PLANNING



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- **STRATEGIC PLANNING | STRATEGIESE BEPLANNING**
- **TACTICAL OR ACTION PLANNING | TAKTIESE OF AKSIE BEPLANNING**
- **RECURRENT OR CYNICAL PLANNING | REPETITIEVE OF SIKLIESE BEPLANNING**
- **PROJECT PLANNING | PROJEKBEPLANNING**
- **OPERATIONAL PLANNING | OPERASIONELE BEPLANNING**
- **DAY TO DAY PLANNING | DAG-TOT-DAGINDELING**
- **CONTINGENCY PLANNING | GEBEURLIKHEIDSBEPLANNING**

# STRATEGIC PLANNING



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## Long term



**Teddy Bear clinic plans to open  
a new sister organisation for  
abused woman**

# TACTICAL / ACTION PLANNING



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## Steps to implement strategic plan



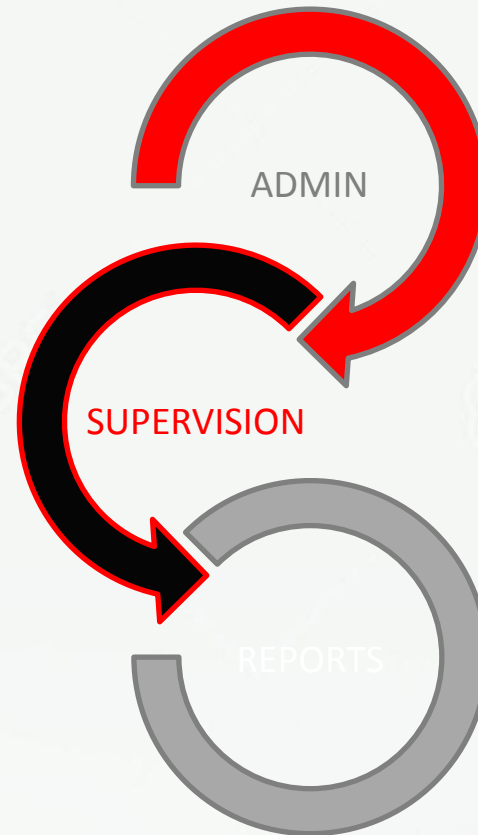
**Steps to take to reach the goal of  
opening new sister organisation,  
funding, resources, etc**

# RECURRENT OR CYCLICAL PLANNING



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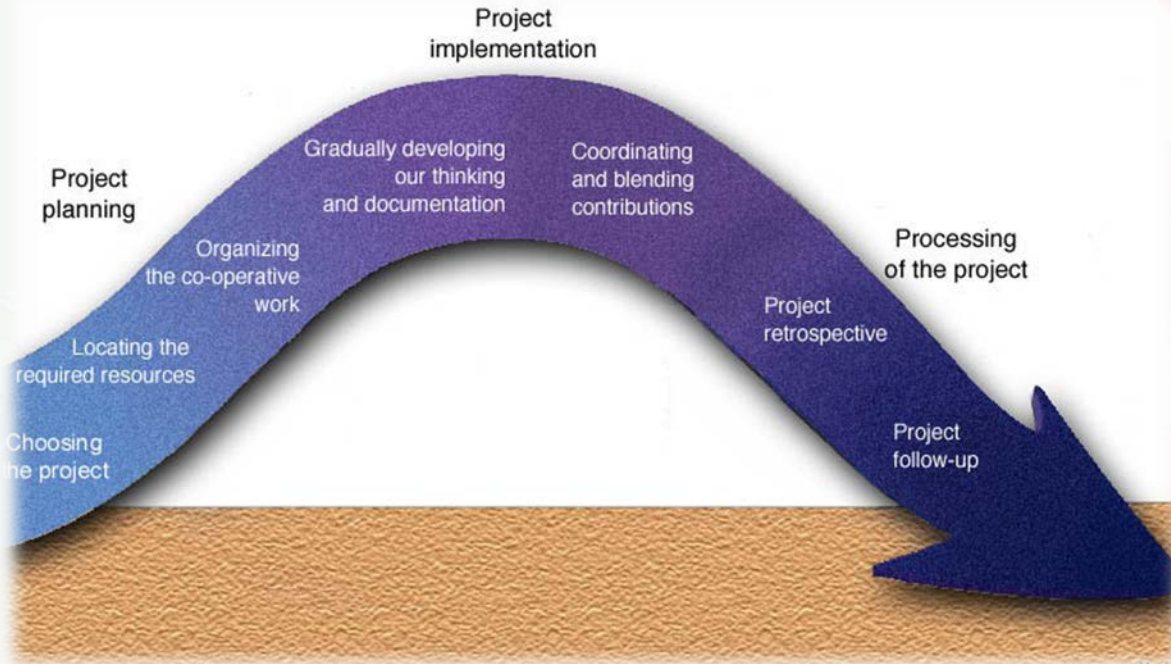
**Activities that  
occur regularly**



Task group:  
BSWG 221

**Childrens day project, meetings,  
reports, supervision, training**

# PROJECT PLANNING



**Time limited**

**Voting IEC**



# OPERATIONAL PLANNING



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**Maintaining the  
organisation**

**Supervision, staff development  
and training, administration,  
finances, decision making**

# DAY TO DAY PLANNING



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**Immediate  
attention**



**Meetings, clients,**

# CONTINGENCY PLANNING



**Emergencies,  
things not  
diarised**

**Social worker got fired, project  
did not go as planned, case load  
increase**



**LEADERSHIP**

**ORGANIZING**



**CONTROL**





# THE VISION / VISIE



**A VISION IS WHAT WE STRIVE FOR, EVEN IF IT SEEMS UNATTAINABLE / 'N VISIE IS WAARNA ONS STREEF, SELFS AL IS DIT ONBEREIKBAAR LYK**

**What your company or organisation would like to achieve / *Wat sou jou maatskappy of organisasie wil bereik***

# THE MISSION / MISSIE



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WHAT WILL YOU DO TO ATTAIN YOUR VISION / **WAT SAL**  
**JY DOEN OM JOU VISIE TE BEREIK**

To make students technologically superior & ethically strong and build them as professionals who will be the trend setters in the industry.

vision

- To promote clean milk production and distribution with state-of-art technology.
- Customer satisfaction with reliable, uninterrupted services and quality products.

mission



A Centre of Excellence that will apply environmental biotechnology and bioprocesses to address environmental issues and provide the biotechnology and process R&D platform for Singapore's environmental and water industry.

vision



To be a leading milk producing organisation at international level of efficiency with widest and satisfied customer base, maximising wealth of stake holders & contributing to the state economy.

vision



To protect young children and youth and to promote and advocate for the welfare of children, youth and families in our communities.

**mission**

Families and Communities Keeping Children and Youth Safe, Nurtured and Strong.

**vision**

To be a leader in the development of human capital and innovative technologies that will contribute to the nation's wealth creation

**mission**



To address national and global issues relating to increased demand for fresh water, water resource management, wastewater and waste management, and ecosystem stress and health by applying environmental biotechnology to fill the knowledge gap that exists on the biology of engineered systems (ie bioprocesses), resulting in better translation of academic knowledge into industry applications.

**mission**

To be recognised as a world-class centre of academic and technological excellence

**vision**

# WHY / HOEKOM?



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VISION



MISSION



# PRACTICAL EXAMPLE

You are the chief social worker at Potchefstroom hospital. It has come to your attention that there are many patients requesting services for post abortion counseling. You take this opportunity to develop a new programme to deliver services to girls/ladies who are traumatised after their abortion experience.

*Jy is die hoof maatskaplike werker by Potchefstroom-hospitaal. Dit het onder u aandag gekom dat baie pasiënte dienste versoek vir na-aborsie berading. Jy gebruik hierdie geleentheid om 'n nuwe program te ontwikkel wat dienste te lewer aan meisies / dames wat getraumatiseerd is, ná hul aborsie ervaring .*

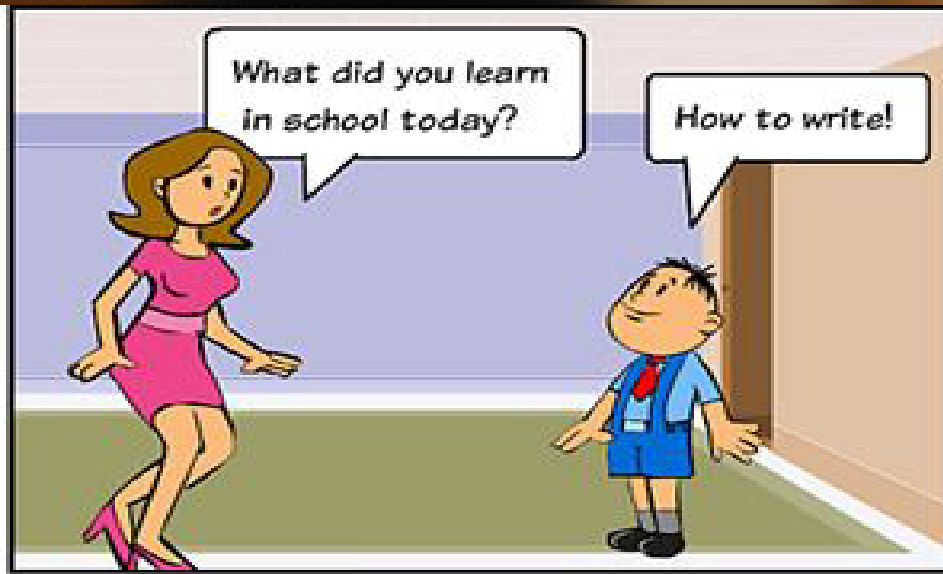
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# WHAT DID YOU LEARN TODAY?



# CLASS PREPARATION / KLASVOORBEREIDING

**22/08/2016 | Study unit 5**

- **Study unit 5 – THE SOCIAL WORKER MANAGER AS LEADER / DIE MAATSKAPLIKEWERK BESTUURDER AS LEIER**
  - Describe the different management styles of the social work leader / *Die verskillende bestuurstyle van die maatskaplikewerkleier te beskryf*
  - Demonstrate the ability to critically discuss and defend the typical leadership style / *Die vermoë aan die dag te lê om die tipiese leierskap styl te bespreek en te verdedig*
  - Demonstrate knowledge, insight and comprehension of how these functions apply to social work practice / *Kennis, insig en begrip aan die dag te lê van hoe hierdie funksies op maatskaplikewerkpraktyk van toepassing is*
  - Evaluate you own leadership or management style / *Jou eie leierskap / bestuurstyle ooreenkomsig jou kennis, vaardighede en deugde te evaueer*

# IMPORTANT / BELANGRIK

- **TWITTER**
  - Participate in the discussion / *Neem deel aan die gesprek*
- **VIDEO**
  - 18 August 2016
  - 7:30 – 9:15 (1hr 42 min)
- **SEMESTER TEST / SEMESTERTOETS**
  - **Study unit 2 - 5/ Leereenheid 2 - 5**
  - **Friday / Vrydag 31/08/2016, 14:00 – 15:00**
  - **1 hour / uur**

Dear Google

COULD YOU SIT NEXT TO ME DURING AN EXAM?

Sincerely

Every student