

→ * CO-ORDINATING: →

- ⇒ It is the act of synchronising people and activities so that they function smoothly in the attainment of organizational objectives.
- ⇒ Co-ordinating is the integrating process in an orderly pattern of group efforts in an organization towards the accomplishment of a common objective.

Types of Co-ordination:

(A) INTERNAL CO-ORDINATION: -

Blending of all efforts & activities & forces operating within the organization.

(B) EXTERNAL CO-ORDINATION:

- Refers to the blending of all efforts, activities and operating forces without the outside the enterprise or organization.

→ * CONTROLLING: →

→ Controlling is the process of checking whether or not proper progress is being made toward the objective and goals and acting if necessary to correct any deviation.

→ Steps of control:

- (i) Establishments of standards performance.
- (ii) Measuring performance.
- (iii) Comparing the actual results with the control.