***ASSIGNMENT***

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COURSE TITLE : INTRODUCTION TO BUSINESS

QUESTION (1a). what is management by objective (MBO) ?

ANSWER : the management by objective can be defined as a management strategy or model that aims to improve performance of a business/organization which have both been agreed upon by the management and employees also it can be said to be a personnel management technique where managers and employees work together to set, record and monitor goals for a specific period of time

QUESTION (1b). describe the MBO process

ANSWER : The six steps of MBO process are shown below

1. Define organizational goals : a goal is a critical issue in an organizational effectiveness and they serve a number of purposes . organization can also have different kind of goals all which must be managed appropriately
2. Define employees objective : after making sure that the employee’s managers have informed of pertinent general objectives , strategies’ and planning premises the manager can then proceed to work with employees in setting their objectives
3. Continuous monitoring performance and progress : for monitoring performance and progress the following are required :
4. Identifying ineffective programs by comparing performance with pre-established objectives
5. Preparing long and short range objectives plan
6. Installing effective controls and designing sound organizational structure with clear responsibilities
7. Performance evaluation : under this MBO process performance review are made by the participation of the concerned managers
8. Providing feedback: continuous feedback should be given on performance and goals that allow individual’s to monitor and correct their own actions
9. Performance appraisal : these are regular review of employees performance within organizations . it is done at the last stage of MBO process

PROCESS OF MBO

DEFINE ORGANIZATIONAL GOALS

DEFINE EMPLOYEE OBJECTIVE

CONTINOUS MONITORING PEROFRMANCE AND PORGRESS

PERFORMANCE EVALUATION

PROVIDING BACK

PERFORMANCE APPRAISAL

QUESTION (1c): what is the usefulness of MBO to a business organization ?

ANSWER : (1). Since MBO is a result oriented process and focuses on setting and controlling goals , if encourages managers to do detailed planning

(2). It helps the managers and the surbodinatest to know what is expected of them and hence there is no ambiguity or confusion

(3). It makes individuals more aware of the company goals . most often the surbodinates are concerned with their own objectives and the environment surrounding them .

(4). MBO often highlight the area in which the employees need further training , leading to career development

(5). Nit improves communciation between management and surbodinates

QUESTION (2a). define decision :

ANSWER : Decsion as a term can be said to be when a conclusion or resolution as been reached after consideration or can be said to be the thought process of selecting a logical options when trying to make a good decision

QUESTION (2b) : Describe the rational decision making process in business

ANSWER : Business people are faced with decision making every day . instuitive and rational decision making are the wo ways that an individual can approach problem solving . the following are the steps

1. Identify the decision : you realize that you need to make a decision . try to clesrly define the nature of the decision you must make. This first step is very important
2. Gather relevant information : collect some pertinent information before you make your decision for example , what information is needed? , the best source of information , and how to get it
3. Identify the alternativeness: as you collect information , you will probably identify several possible paths of action , or alternatives.
4. Weigh the evidence : draw on your information and emotions to imagine what it would be like if you carried out each of the alternatives to the end
5. Choose among alternatives : once you have weighed all the evidence , you are ready to select the laternatives that seems to be best one for you.
6. Take action ; you are now ready to take some postive action by beginning to implement the alternative you chose in the previous step
7. Review your decision and consequences : in this final step , consider the result of your decision and evaluate whether or not it has resolved and need you identified in step 1.