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**NO 1**

**Discuss comprehensively the factors aiding the efficiency of management officers in Agricultural Organizations**

1. **Planning**

Planning involves the selection of mission and objectives and the action to achieve them. It requires decision making, that is, the choosing of future courses of action from among alternatives.

1. **Organizing**

Organizing involves establishing an intentional structure of roles for people to fill in an organization. It is intentional in the sense of making sure that all the tasks necessary to accomplish goals are assigned to people who can do those best. This organizational structure helps in creating an environment for human performance.

1. **Staffing**

Staffing involves filling and keeping filled, the position in the organizations structure. This is done by identifying work-force requirements; inventorying the people available and recruiting, selecting, placing, promoting, appraising, planning the careers of, compensating and training or otherwise developing both candidates and current job holders so that tasks are accomplished effectively and efficiently.

1. **Leading or supervision**

Leading or supervision involves influencing people so that they all contribute to organization and group goals. It has to do predominantly with the interpersonal aspect of managing. Leadership involves motivation, leadership styles, approaches and communication.

1. **Controlling**

Controlling is measuring and correcting individual and organizational performance to ensure that events conform to plans. It involves measuring performance against goals and plans, showing where deviations from standards exist and helping to correct them.