

제 13주 1시간

Role of Staff

2006. 11. 28

Role of Staff

**1. Must delegate authority and responsibility.
In order to**

a. Minimize internal conflict.

b. Get work done.

c. Use People by superiority.

2. You can only work for one superior.

**But sometimes a person of lower rank
exercise authority.**

Ex) Account approves vouchers.

Role of Staff

- 3. What type of organization needs staff?**
 - Those who needs internal consultation whose future depends on technology.**
- 4. What would you do if staff can't serve line because line is busy?**
 - a. Quit**
 - b. Start police function**
 - c. Go on without line**

Role of Staff

5. Staff - How do you use staff effectively?

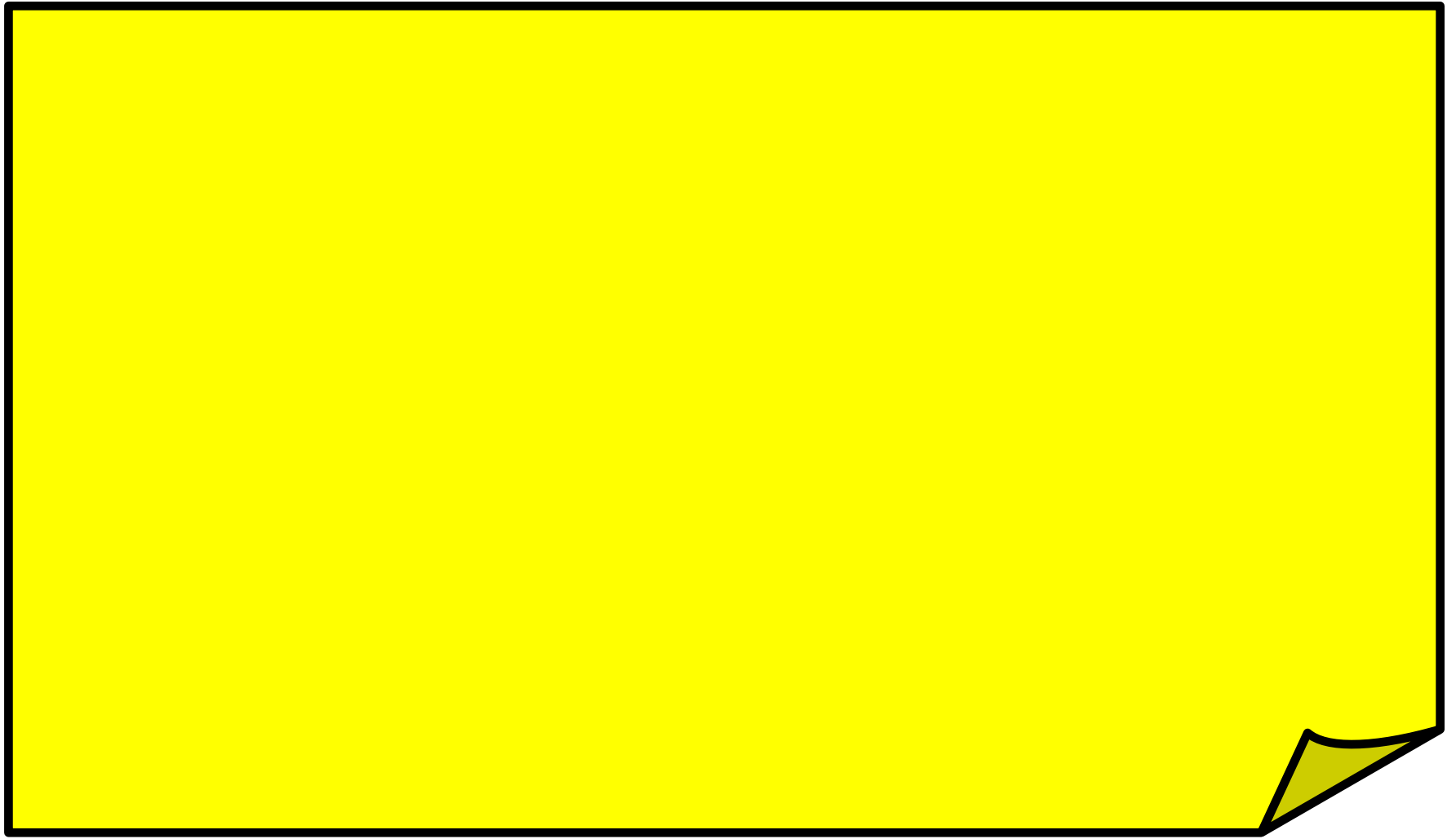
a. Technical confidence

Ex) Collect Data

b. How do you (manager or administrator) prevent hostilities?

- Not use in police function.
- Educate line on staff.
- Staff on line.
- Make contribution.
- Help line in long term project?

제 13주 제 1시간 정리



제 13주 2시간

Committee Function

2006. 11. 30

Committee Function

- 1. Committee plays an important role.**
- 2. People likes committee.**
- 3. In reality – Pros & Cons.**

Why Committee?

- 1. Opinion collection in a wide spectrum.**
- 2. Participation in decision making.**
- 3. Elimination of outliers – Norm.**

Committee Function

Cautions

- **Dilution of responsibility**
- **Scape goat**
 - **“Committee concluded that...”**
- **Block opinion**
- **Manipulate**

Committee Function

Committee members

- have been involved 26 committees at the time
- some wisdom
 1. 1/3 either productive or opinionated
 2. 1/3 raises counter – example to attain quota
 3. 1/3 ignorant, indifferent

Committee Function

How to organize committee? - continuous

- **1/3 expert**
- **1/3 hard-working**
- **1/3 trainee**

Committee Function

Conclusion

- 1. Necessary**
- 2. Can be abused**
- 3. Continuous**
- 4. Involve! Learn how other people think**
- 5. Know – how?**

제 13주 제 2시간 정리

