



FUNDAMENTOS

de la

ADMINISTRACIÓN



INTRODUCCIÓN A LOS FUNDAMENTOS

La administración se ocupa con el comportamiento humano lo cual permite a todo individuo el logro de objetivos y la correcta toma de decisiones para las dichas áreas administrativas para lograr una buena gestión administrativa es preciso regirse por 4 fundamentos.

DEFINICIÓN

Es el esfuerzo coordinado de un grupo social para obtener un fin con la mayor eficacia y el menor esfuerzo posible.

ELEMENTOS

- 1. PROCESO:** La administración sigue una serie de etapas: planeación, organización, dirección y control.
- 2. COORDINACIÓN DE RECURSOS:** Para administrar, se requiere combinar, sistematizar y analizar los diferentes recursos que intervienen en el logro de un fin común.
- 3. EFICACIA:** Consiste en lograr los objetivos satisfaciendo los requerimientos del producto o servicio en términos de cantidad y tiempo.
- 4. ORGANIZACIÓN FORMAL:** Para que la administración exista, es necesario que se de siempre dentro de un grupo social.
- 5. OBJETIVO:** Es decir, que la administración siempre está enfocada a lograr fines o resultados.
- 6. A TRAVÉS DE OTROS:** La administración se realiza con la colaboración y el esfuerzo de las personas. La administración está dirigida a las personas para que sus actividades sean eficientes con el menor esfuerzo. Eficacia se refiere a "hacer las cosas bien".

Punto de vista de los autores

1. Es la coordinación de todas las recursos a través del proceso de planeación, dirección y control a fin de lograr objetivos establecidos.
2. El proceso de trabajar con otras personas a fin de lograr los objetivos de una organización formal.

FUNDAMENTOS

- 1. Planeación:** Se trata de realizar un análisis de la empresa este permite establecer objetivos y las estrategias para alcanzar los en otras palabras, la Planeación aporta una visión real hacia donde queremos llevar el avance y que hacemos para lograrlo.
- 2. Organización:** Es la segunda etapa del proceso administrativo y se refiere a los métodos que se ponen en práctica para dirigir y ordenar la estructura empresarial.
- 3. Ejecución:** Es la 3 fase en el cual aquí se garantiza que cada miembro del equipo realice sus tareas. Pero no solo se trata de cumplir con las obligaciones, sino de hacerlo con compromiso.
- 4. Control:** Esta es la última fase el cual llega al momento de controlar y evaluar que cada una de las fases en todo el proceso, este momento es importante por que empezara a mostrarnos a medir los resultados durante el Proceso.

AUTORES

1. HENRY DICK Y MARISSYERDLIK.
2. ROBERT F. BUCKLE.
3. ISAAC GUDMAN YALBYLA.
4. GEORGE E. TERRY.
5. AMERICAN MANAGEMENT ASSOCIATION.

3. Es la dirección de un organismo social y su efectividad en alcanzar sus objetivos, fundada en la habilidad de conducir a sus integrantes
4. Consiste en lograr un objetivo predeterminado, mediante el esfuerzo ajeno.
5. La administración es la actividad por la cual se obtienen determinados resultados a través del esfuerzo y la cooperación de otros.

Fundamentos Lfder

Lauren Gardner



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