

Notes...

on self-help housing



GRANT MANAGEMENT

The successful management of the Mutual Self-Help Housing Program calls for a degree of competency in handling and directing resources intended to accomplish its grant goals and defined objectives.

Management Basics

There are five basic functions of management. These functions are planning, organizing, coordinating, leading/directing and controlling. All of these are crucial to successfully running a self-help housing program and are discussed in more detail below.

Planning

This is the initial managerial function, which consists of determining what should be done in the future. It involves setting goals, objectives, policies, procedures, assessing resources and developing action plans needed to achieve the purposes of the organization and the program. Typically, the entire team is involved on different levels of the planning process. Planning is primarily intellectual in nature. It means thinking before acting, looking ahead and preparing for the future, laying out in advance the road to be followed, and thinking about what and how the job should be done.

Organizing

The organizing function primarily answers the question, "How will the work be divided and accomplished?" This means that the supervisor groups various activities and job duties into distinct sub-departments, sections, units, or teams. Organizing means designing the department's structure, within which job duties are to be performed, and deciding how such duties are related to one another. The organizational structure will expand horizontally and vertically with the increase of functions.

Coordinating

The coordinating function brings together all program elements and helps the self-help team to work together in a more efficient way. Setting goals, developing strategies, implementing action plans and getting the self-help team in the right place at the right time to carry out their tasks needs coordination. Communication and leadership are key ingredients of this function and when all activities at all levels are synchronized, the program will do better.

Leading/Directing

This function of management includes selecting, guiding, teaching, and supervising the self-help housing team. This includes developing the abilities of workers to their maximum potential by directing, teaching and coaching them effectively. Directing plays a major role in employee morale, job satisfaction, productivity and communication. It is through the directing function that the supervisor seeks to create a climate that is conducive to employee satisfaction and at the same time achieves the objectives of the department/organization. Supervisors will probably spend most of their time with this function.

Notes is an occasional bulletin of observations and recommendations intended to assist Self-Help Grantees. Written and distributed by Little Dixie Community Action Agency, Inc. T&MA Contractors, 209 North 4th Street, Hugo, OK 74743.