

Week 2

Administration and Management Perspective

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Today's Discussion

Outline of Topics

What is Administration and Management?

The Purpose of Administration and
Management

The Origin of Administration and Management

How can administration different from
management?

What is Administration?



A Brief Introduction

Administration comes from "Greek",

"Ad" and **"Ministrare"**

Ad meand to

Ministrare means service

So, administration meand give a
service

What is Administration?

A Brief Introduction

It also comes from Netherland

"Administratie"

means office work

"Tata Usaha"

It can be conclude that

administration is:

"a service of office work activities"

or

"The process of carrying out work to
achieve its stated goals"

Administration in Narrow Meaning

Only revolves around office work activities, such as: writing, correspondencing (including using a computer), agenda, filing/archiving, accounting/recording, etc

entire cooperation
process between
two people or
more based on
certain rationality
to achieve a set of
goals: process of
thingkin, and
POAC

As a process

overall actions
(activities) that
must be carried
out by someone
who is an
"administrator"
holding a position
in the
management of
an organization

As a task

administration is
looking at
activities in an
institution, in
which there are a
number of
people who carry
out certain
activities

As a an institution

Administration in Broad Meaning

entire cooperation
process between
two people or
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certain rationality
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goals: process of
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Administration in Broad Meaning

Administration Definition according to Experts

- **The Liang Gie**
The whole series of actions in each cooperative effort of a group of people to achieve their goals
- **Sondang P Siagian**
The process of collaboration between two or more people based on certain rationality to achieve common goals that have been determined
- **H.A. Simon, CS**
the activities of a group of people who collaborate to achieve a common goal

What is Management?



A Brief Introduction

- Comes from Classic France: management, means the art of performing and organizing
- Comes from Italy: maneggiare, means to handle
- Comes from Latin: Manus, means handle (menangani)

What is Management?

A Brief Introduction

"The process of obtaining organizational goals through joint efforts with a number of people or sources belonging to the organization"

Administration: element

People, Guidelines / instructions, Activities,
Cooperation, Rationality, Goals to be achieved

Management

People, Money, Materials, Machines, Market,
Method, Information

The Relationship between Administration and Management

“proses penyelenggaraan kerja untuk mencapai tujuan yang telah ditetapkan”

Dalam menyelenggarakan kerja untuk mencapai tujuan, perlu adanya orang-orang yang menyelenggarakan kerja tersebut

“suatu proses/usaha dari orang-orang yang bekerjasama untuk mencapai tujuan yang telah ditetapkan”

Masalah orang-orang yang menyelenggarakan kerja untuk mencapai tujuan inilah yang menjadi urusan dalam manajemen

Kesimpulan

administrasi adalah penyelenggaraan kerja dan manajemen adalah orang-orang yang menyelenggarakan kerja tersebut



**Why did Administration and
Management develop separately?**

ADMINISTRATION

- Spearheaded by Henry Fayol from France.
- The approach leads to administrative management.
- What is meant by Administrative Management is an approach from the top leadership to even the lowest leadership level, including the workers.

MANAGEMENT

- Spearheaded by F.W Taylor
- The approach leads to operative management.
- Operative Management is a bottom-up approach to a higher level.
- The emphasis is on the efficiency and productivity of the implementers at the bottom level.

The Reason of The Different Perspective

Mainland Europe Countries vs Non-Mainland Europe Countries

Non-english countries vs english countries
France vs US



Administration Principles

- Pembagian pekerjaan (division of work).
- Kewenangan dan tanggung jawab (authority and responsibility).
- Disiplin (discipline)
- Kesatuan perintah (Unity of Command).
- Kesatuan arah/tujuan (Unity of direction).
- Mendahulukan kepentingan umum daripada kepentingan individu (Subordination of individual to general interest).
- Penggajian (Remuneration).
- Sentralisasi (Centralization).
- Skala hirarkhi (Scalar chain).
- Tata tertib (Order).
- Keadilan (Equity).
- Stabilitas daripada jabatan (Stability of tenure).
- Prakarsa (Initiative).
- Solidaritas antara sesama kawan sekerja (Esprit de corps).

