

# THE ANALYSIS OF MANAGEMENT METHODS AND TECHNIQUES, IN ACCORDANCE TO SPORTS ACTIVITIES IN NON PROFILE HIGH EDUCATION

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**Abstract:** *Professional and physical well-trained University staff, should pay a particular attention to broadening the horizon of knowledge, methods and techniques and gaining new skills that will contribute to improve the educational package, the diversification and the modernization of teaching, to the professional performances that will promote the image and the reputation of the institution.*

**Keywords:** *management, concept and functions, physical education.*

## 1. Introduction

The item 'management', accepted in the most worldwide countries but with possibilities for translation and explanation of each country's national language, first, has an economic significance and refers to the economic units from different industries and fields, although the operating instruments units can be used also in the administrative, scientific, cultural, sporting units and in the macroeconomic and superstructure units.

In the accurate literature there are several definitions of the management concept, some synthetic, others more analytical, all with convergence toward the same goal, effective leadership of individuals and groups by scientific methods but also by the ability of the leaders, fact that gives them the attribute of science and art.

According to the author Pop, S., Ioan (1997), the management is science because it has its own areas of activity, it has many quantifiable principles and operating methods of mathematical methods and scientific techniques.

The Management is the art which highlight the most important creative resource, the Man.

## 2. The Management concept, features and functions of management

The Management process is characterized by dynamism and complexity, including specific management actions at different hierarchical levels which they operate.

Most specialists (Nica, Panaite, Iftimescu, Aurelian 2003), considers as

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essential the following functions: planning, organizing, training and coordination, control.

- *The Planning function* aims to develop guidance on future activities and involves the establishment of the mission, aims, necessary resources and strategies.
- The *Organizing function* consist of establishing the optimal organizational framework wich will enable to work in terms of efficiency and profitability.
- The *Training and coordination function* is a set of actions designed to guide the staff to achieve organizational objectives and their timing into an optimal combination, so they can operate in terms of efficiency and profitability.
- The *Control function* is a continuous and complete way of verification, in which the activities are compared to standards and programs, referral to measure deviations from these standards and programs, but also specifying the causes and remedies for their removal.

### 3. Organization of management activity in the Physical Education and Sport Department, at University of Bucharest

It Comprises 33 workplaces, of which 14 are occupied by official teachers. The Effective leadership is ensured by the director and the board of the department.

The DEFS headquarter is located at Faculty of Law, Mihail Kogalniceanu Boulevard no. 36-46, sector 5. The Department has eight gyms, three tennis courts, two soccer fields, and also spaces in which exists the teaching of theoretical activities (lecture and practical classes), in wich the theme of the following sports are developed: athletics, basketball, volleyball, handball, badminton and aerobics, dance, bodybuilding and fitness, table tennis, tennis, football, karate, judo, self defense, swimming, chess. Also, students can choose for other complementary disciplines, such as medical gymnastics, dance, mountain tourism and guidance.

The director's department work program pursued during a semester, as in table. 1, can synthesize the main groups of activities:

Table 1

Hours	Activities	Code	Partners	Resource
10'	Consultation agenda and daily schedule	Z <sub>1</sub>	Secretary	Computer
10'	Consultation letters and general schedule rooms	Z <sub>2</sub>	Secretary	Computer
10'	Report on financial accounting and secretarial matters	Z <sub>3</sub>	Financial Administrator / Secretary	Computer/ Phone
10'	Planning and taking priority of the current issues	Z <sub>4</sub>	Secretary	Computer
10'	Establishing some daily tasks for teachers and support staff	Z <sub>5</sub>	Financial Administrator / Secretary	Computer/ Phone
10'	Checking all items of schedule;	Z <sub>6</sub>	Secretary	Site DEFS / display

Hours	Activities	Code	Partners	Resource
30'	Sighting reports	Z <sub>7</sub>	Financial Administrator and / or Secretary	Computer
50'	Targeting payroll and bills	O <sub>1</sub>	Financial Administrator and / or Secretary	Computer
2 h 30'	Telephone or electronic communications (e-mail) to members of the department	O <sub>2</sub>	Financial Administrator and / or Secretary	Phone/ Computer
1 h	Verbal communication, telephone or electronic (e-mail) to: <ul style="list-style-type: none"> <li>• various high commissions as rector's office, deans, secretaries (the participation in Senate committees)</li> <li>• institutions, student organizations, etc.. To promote the image DEFS</li> </ul>	O <sub>3</sub>	Responsible for the image / site Department of Physical Education and Sports	Phone/ Computer
1 h	Checking classrooms and sports facilities	L <sub>1</sub>	Officer: <ul style="list-style-type: none"> <li>-Active. teaching,</li> <li>-Active. Competition,</li> <li>- The facilities</li> </ul>	Personal vehicle
2 h	Weekly working sessions with teachers seeking: <ul style="list-style-type: none"> <li>- Teaching organization</li> <li>- Sport activities organization</li> <li>- Organization of scientific sessions</li> <li>- Organizing extra activities for students</li> </ul>	O <sub>4</sub>	Scientific Secretary	The computer and printer
2 h	Institutional collaboration and partnership meetings	T <sub>1</sub>	Board members Department of Physical Education and Sports	Personal vehicle
3 h	Checking financial reports and accounting department results	O <sub>5</sub>	Financial Administrator	Computer
3 h	Setting goals and strategies to follow: <ul style="list-style-type: none"> <li>- Drafting the operational plan</li> <li>- Preparation of research reports</li> <li>- Institutional development of materials of interest</li> </ul>	L <sub>2</sub>	Board members Department of Physical Education and Sports	Computer
3 h	Establishing criteria for promotion and filling some vacancies places	O <sub>6</sub>	Members of the Department of Physical Education and Sport	The computer and printer
3 h	Establish criteria and indicators for assessing individual job performance in order to provide gradations of merit, etc.	O <sub>7</sub>	Members of the Department of Physical Education and Sport	The computer and printer

Z - Daily Activity; O - Casual-Activity; L - Monthly Activity; T - Quarterly Activity

Analyzing membership activities in the above results the following group management functions:

- a. **Planning Function** includes activities coded - Z1, Z2, Z4,
- b. **The office of the organization** - Z5, Z7, O1, O2, O3, Q1
- c. **The office of training and coordination** - Z3, O4, O7
- d. **Control function** - Z6, L1, O5, O6

According to table no. 2, note that activities in the planning office totals 30 'daily activities (0.30 h x 30 days = 9 hours / month) and 3 h monthly activities (3 h x 4 months = 12 h), which means an average 48 h during a semester.

Organizing function takes a number of 40 'day (0.40 h x 30 days = 12 h / month)

and 4 h 20' 2 h occasionally quarterly. In conclusion, the time spent organizing function is 12 hours per month, totaling on average 18 h 20' for a semester. For training and coordination function is reserved a total of 10 ' per day (0.10 h x 30 days = 3 h / month) and 5 h occasionally. The time spent training and coordination function is an average of 17 hours per semester.

Control function - 10 'daily activities (0.10 h x 30 days = 3h/month), 6 h and 1 h monthly occasionally resulting in an average of 22 hours per semester.

Calculation of percentage of time allocated to each manager's function is presented in chart no. 1:

Table 2

Critical number	Function	Time allocated half	Percentage
1	Planning	48 h	45.63 %
2	Organization	18 h 20'	17.30 %
3	Training and coordination	17 h	16.16 %
4	Control	22 h	20.91%
<b>Totally</b>		<b>105 h 20'</b>	<b>100 %</b>

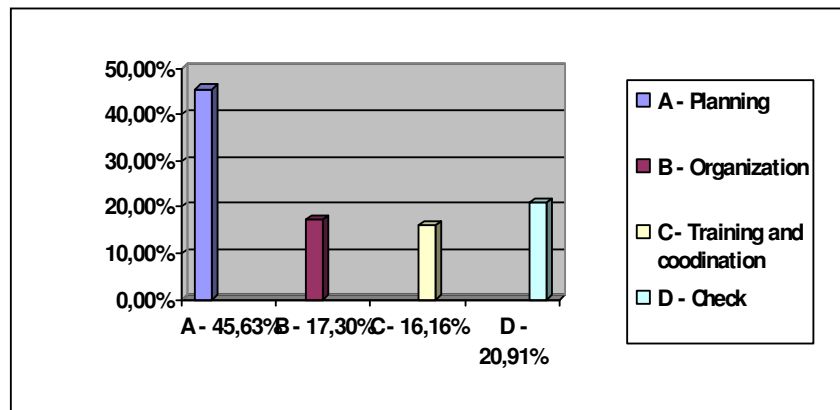


Chart no. 1

Counting that through organizing function it is ensured the development of an efficiently and profitable activity, we

consider that is natural the manager allocates more than half of his time, exercising this function.

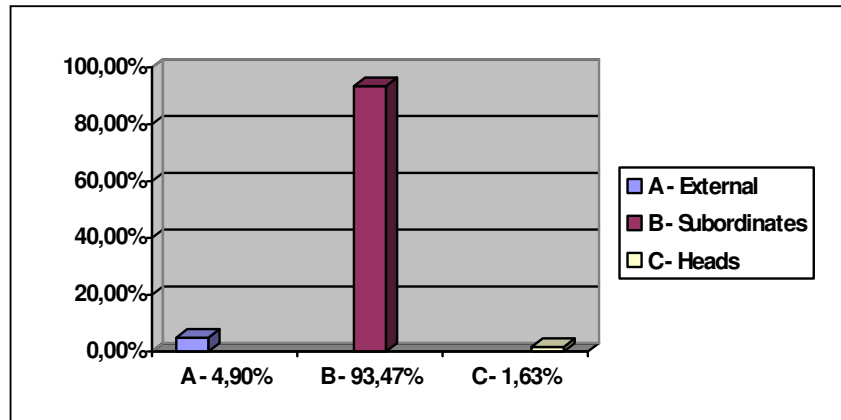


Chart no. 2

A second important (in terms of time allocation) is the control function, which also requires a greater importance in view of the heterogeneous structure of the personnel and the need to constantly chase the observance of standards and quality educational activities. Only by careful monitoring of all activities conducted by teachers and support staff, can refer to time and deal with irregularities and take measures for removing the priority task of the causes and not effects, as often happens.

The remaining time is divided between the two functions: training and coordination, planning respectively. It is noted that most of the time is allocated for planning.

This is explained by the fact that we identified (Table no. 3), diversified, and although the department director has a percentage of 93.47% in working with subordinates, the organization carries almost single function, is often required to involve other teachers or staff to address some urgent situations, they have no attribute or professional obligations in this regard. The fact that no other managers with whom you delegate tasks to the line, load and lack of accumulated programming strategies and the short and medium term, lead to imbalances in the act of performance measurement and evaluation throughout the department.

Table 3

Critical number	Types of employees	Activity Code	Spent time	Time allocated half	Percentage
1	External	O <sub>3</sub> , T <sub>1</sub>	1h/O; 2h/T	3 h	4.90%
2	Subordinates	Z <sub>1</sub> , Z <sub>2</sub> , Z <sub>3</sub> , Z <sub>4</sub> , Z <sub>5</sub> , Z <sub>6</sub> , Z <sub>7</sub> , O <sub>1</sub> , O <sub>2</sub> , O <sub>4</sub> , O <sub>5</sub> , O <sub>6</sub> , O <sub>7</sub> , L <sub>1</sub> , L <sub>2</sub>	1h30'/zi; 14h20'/O; 4h/L	57 h 20'	93.47%
3	Heads	O <sub>3</sub>	1h/O;	1 h	1.63%
<b>Totally</b>				<b>61 h 20'</b>	<b>100%</b>

As we noted above, the largest percentage of time is dedicated to relations with subordinates, and the smallest, relationships with bosses. Director of Department should balance responsibilities and frequent involvement of the council members, which would allow a better time management. Relationship with the higher time spent is at a satisfactory level of activity taking into account the profile and the lack of direct communication due to the fact that the department has no representation in the Senate Office.

For most of these links are established operational telephone. In addition to this may occur a number of telephone inquiries came from employees or co-workers who require the intervention of the Director of Department decisions, so that some day the time spent on the phone can be increased.

In his activity, the Head of the Department should use himself the computer as frequently as possible, in order to cover as many types of activities that coordinate them. For example:

- Consultation daily schedule
- Consultation correspondence e-mail
- Planning classes
- Forecast and calculate and record students engaged
- Checking of material and financial results etc.

Such concerns amount to an average daily number of 2h-3h. This activity is carried out intermittently as needed, often overlapping teaching.

Given that the passenger car department director personally and the fact that the distances to gyms are relatively small, for business travel does not take very long, less than 1 h (except gym Magurele, lying 10 km from Bucharest to Campus Faculty of Physics).

#### 4. Conclusion

1. Arguably daily occupancy time working with Director of Department activities not related to teaching (lecture and practical classes) is not large (about 3 h

50' day). While optimizing the recovery work and professional skills of board members, the director will improve the quality of management, thereby increasing the performance of all employees.

2. Manager must have a semester direct link to faculty management structures, to verify credit supervisor of physical education and sports, makes every effort to honor the note of command.
3. With the financial autonomy of the faculties of the University of Bucharest may affect the status and number of hours allocated to physical education and sport discipline, implementation of convergent measures order management and marketing education as a first resort in improvement for the promotion of better discipline among students and among the academic community.
4. The teacher, regardless of his academic degree, or hierarchical position should be aware that this is the first interface of the system in relation to students, as recipients of educational services. Competence, educational, scientific and managerial depends, ultimately, achievement of quality that University department, the department and propose them.
5. Expanding the horizon of knowledge, methods and techniques and new skills will help improve the educational supply, diversification and modernization of teaching, the professional performance to promote the image and reputation of the institution.

#### References

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