



# Authority and Responsibilities of the Units' Managers

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# Target Groups

- Senior Coordinators in the Units
- Acting Directors of Units
- Directors of Units

# Qualifications

- Ability to use MS Words, Excel and PowerPoint **Professionally.**
- Ability to use **Time Management**
- Ability to **Prioritize** tasks
- Ability to **Deliver Expected Results** before the **deadline.**
- Ability to **save money** without reducing quality of the products.

If you don't have any of the above abilities you need to seek help.

# Strategy One: Become Owner of the Unit.

Manage your unit's affairs by:

1.1 develop list of objectives

1.2 develop list of activities for each objective.

## Strategy Two: Organize the unit's agenda.

- Develop time table for the activities (week, month, semester, and year).

# Strategy Three: Assessment

- Assess the outcomes of the activities whether they achieved the stated goals.
- Modify the activities

# Strategy Four: Document

Write monthly report and include the obstacles of the month and suggest modifications.

# Tasks Management

- Who: Main person
- Assisted by: others



# Evaluation of the personnel

- Directors: Via accomplishment of the goals.
- Staff: Via fulfilling tasks.

## Evaluation Results

- Satisfy: means the goals were achieved
- Unsatisfied: means 2 goals were not achieved
- Weakness: means 1 goal was not achieved.

# Authority and Responsibility

What kind of Authority you need to make decision?

What kind of responsibility you are ready for?