

Three mistakes commonly done by managers are as following:

- 1) Managers usually apply corrective measures grudgingly, thus desired result cannot be achieved.
- 2) Managers set easy and attainable targets for staff because they feel that non-attainability will reflect their in confidence, resultantly the staff doesn't develop and grow.
- 3) Managers apply very tight strict measures like day to day permission due to lake of trust on team members.

## Organizational Structure:

### Organization:

- It is defined as the collection of people in formal and Informal groups.
- These individuals have defined tasks and responsibilities.
- Relationship of these tasks with each other is defined.
- All tasks lead to the achievement of common objective.
- Organization can be distinguished into three states on the basis of their working.

#### *1) Integation state of an organization*

- These organizations work under the command of strong centre
- This centre monitors and control all activities of an organization
- Rules are strictly followed and rules breakers are punished.
- Initiative and creatively is compromised in these organizations.

#### *2) Disintegration state of an organization:*

- In these organizations responsibilities are divided into smaller units.
- Individuals are encouraged and empowered for independent decision making within interests of an organization
- Communication and procedures are informal
- This independent leads to creativity and quick decision making in fast changing situations
- However disadvantages are loss of resources and more chances of confusion and misunderstanding
- Sometimes it may lead to chaos and finishing of organization

#### *3) Happy medium state of an organization:*

- These organizations work between integration and disintegration states
- Some central control and some independent decision making
- Different groups work on self-organized bases in accordance with central command and control.