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Research Paper | Physical Education

The Analysis of Management Methods And Techniques, in Accordance to Sports Activities

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ABSTRACT

Profesionnal 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 aim of this paperwork was to present certain methods and managerial techniques appropriate to the characteristics of non profile high education.

In this context, there were analyzed aspects of the management concept, management features and functions, which were identified in the schedule at the University of Bucharest, followed during the academic year 2012 - 2013, compared to a semester study.

It came as an estimate percentage of the manager's time allocated to each function.

The identified situation impose the necessity of finding solutions for the application of basic ethical principles, activities that requires the deployment of physical education and sport activities under the guidance of a manager who has the ability to highlight the most important creative resource, the man.

KEYWORDS : management, concept , physical education

INTRODUCTION

According to the author (Pop, S., Ioan, 1997) the management is science because it has it's 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.

The Management concept

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

Most specialists (Nica, Panaite and Iftimescu, Aurelian, 2003) considers as essential the following functions: planning, organizing, training and coordination, control.

Organization of management activity in the Physical Education and Sport Department

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 Department has six 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, can synthesize the main groups of activities:

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

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

- Planning Function includes activities coded - Z1, Z2, Z4

- The office of the organization - Z5, Z7, O1, O2, O3, Q1

- The office of training and coordination - Z3, O4, O7

- Control function - Z6, L1, O5, O6

According to table no. 1, 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.

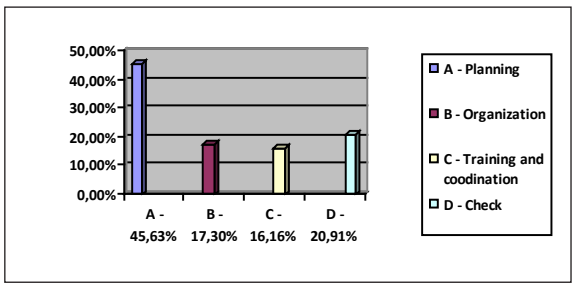
Table no. 1. Activities in the planning office.

No.	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%
Totally		105 h 20'	100 %

Source: Author

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

Chart no. 1. Calculation of percentage of time allocated



Source: Author

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.

A second important 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.

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.

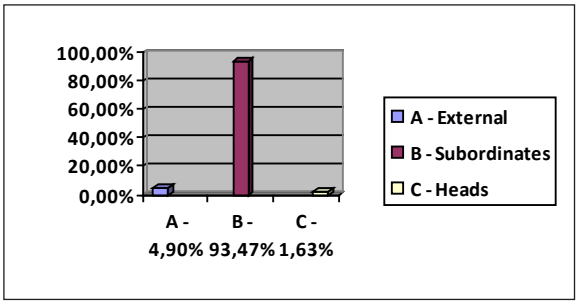
This is explained by the fact that we identified (Table no. 2), diversified activities, and although the department director has a percentage of 93.47% in working with subordinates, the organization carries almost single function, is often required to involve other teachers or staff to address some urgent situations, they have no attribute or professional obligations in this regard.

Table no. 2. Diversified activities.

No.	Types of employees	Activity Code	Spent time	Time allocated half	Percentage
1	External	O_3, T_1	1h/O; 2h/T	3 h	4.90%
2	Subordinates	Z_1, Z_2, Z_3, Z_4, Z_5, Z_6, O_7, O_1, O_2, O_4, O_5, O_6, O_7, L_1, L_2	1h30'/ day; 14h 20'/O; 4h/L	57 h 20'	93.47%
3	Heads	O_3	1h/O;	1 h	1.63%
Totally				61 h 20'	100%

Source: Author

Chart no. 2. Calculation of percentage of time allocated



Source: Author

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.

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.

Conclusions

1.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.

5.Expanding the horizon of knowledge, methods and techniques and new skills will help improve the educational supply, diversification and modernization of teaching.

REFERENCES

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