

Home Economics

Family and Resource Management



Activity: Multiple Choice Items

Topics: Processes of Management

Resources

Decision Making

Management of the Household

Work Simplification

Group Level: Form Four/Form Five Revision

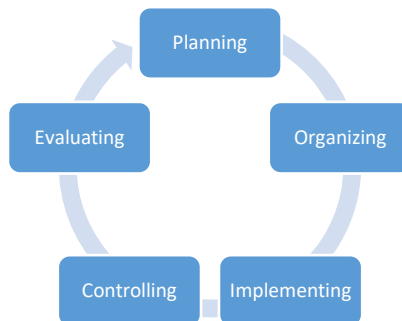
Instructions:

1. Read the information provided on management and resources.
2. Review what you have learned by answering the questions.
3. Use the answer key to assess your performance.

Management

Management is making decisions about the use of resources to achieve goals. Good management includes the ability to (i) recognize resources and use them wisely for a purpose (ii) plan methods of achieving goals and (iii) interpret the kind of home that will be satisfying to each member of the family.

Processes of Management



Planning is the first of the management processes. It involves decision making, that is, identifying the problem to be solved or the goal to be achieved, obtaining information, considering possible courses of action and the consequences of each action, selecting the course of action that seems most productive and accepting responsibility for the choice made.

Organizing requires that everything should be in place and in order to complete tasks or achieve goals at the times planned. In organizing activities, the manager divides persons into groups, and then assigns each activity to different members of the family based on their ability and experience. Organizing also provides a clear definition of those persons with authority, and those with special responsibilities.

Implementing is the action process of management. It is the fulfilment of goals through control of action, the evaluation of progress towards goals and the adjustment of plans where necessary. There are times when certain decisions made during the planning stage have to be changed to meet existing needs. Implementing therefore calls for flexibility in thinking rather than following a rigid pattern of action. Implementing is closely related to the functions of directing and controlling.

Controlling is the most challenging function or process. It involves

- careful observations and assessment of performance;
- checking work and performance to make sure that activities are moving according to plan;
- making changes when things are not working according to plan.

Evaluating. When we evaluate we see how well we carried out the plan that was made; what we did well and the mistakes we made. Evaluating seeks to find out why outcomes are different from desired goals. Evaluating should be used as a guide for future planning. It should be a means of checking on and improving our own competencies and performance.

Resources

Resources are the things we use to reach our goals.

- Human resources include the qualities of the individual along with other resources (like time) which cannot be used by themselves. Human resources are interrelated and are dependent on one another.
- Non-human Resources: resources that are not part of any human being
- **Community resources** can be defined as any organization or entity which helps contribute to and improve the quality of life in their particular area.

Classification of resources

Human	Non-Human	Community
Personal Energy, intelligence, knowledge, attitudes, creativity, awareness, interests, abilities, skills, time – the interval during which an individual does a job.	Money Material goods – food, clothes, shelter, tools Time: goes on whether individual is alive or not Space: for storage, living, entertaining Fuel: energy for electricity Tools and equipment	School Libraries Parks Health services Churches Community centres
Social/Affective Interest, loyalty, co-operation, love, faith, motivation, tolerance		

Management of Skills and Energy

The home manager's work involves the use of both skills and energy. She can lighten home tasks by doing the following:

- planning with family their responsibility for certain tasks;
- assigning tasks based on physical and mental abilities, age and interest;
- buying and using as many labour-saving devices as necessary;
- scheduling work, that is, deciding when work is to be done and how it is to be done;
- using time and motion by studying methods carefully; by selecting and using the right tools, equipment and supply;

Work Activities

Daily	Weekly	Seasonal
<ul style="list-style-type: none">• Cooking• Washing dishes• Making up beds• Sweeping• Water plants	<ul style="list-style-type: none">• Household washing• Grocery/Market shopping• Beauty treatment• Pressing/Ironing• Cleaning bathroom	<ul style="list-style-type: none">• Painting• Cleaning carpet• Preparation for parties• Thorough cleaning of rooms

Work Simplification

Work Simplification is the conscious seeking of the simplest, easiest and quickest method of working. Work simplification is used to improve methods of managing time, motion, and other resources necessary for a particular job.

Factors to bear in mind when planning work:

1. the time you have to spend doing the work;
2. the task involve;
3. the division of time among the tasks;
4. the correct methods to be used to ensure safety while doing the work.

Work Simplification Techniques

Sequencing – planning the order in which to work

- Independent sequencing involves tasks that are unrelated eg preparing a drink and then proceed to do homework
- Dependent sequencing involves tasks that are related, but each task can only be started only after another is completed eg: making a cake – weigh and measure ingredients; cream butter and sugar; add beaten eggs; then fold in dry ingredients.

Coordinating Activities

- Overlapping tasks, one job is part of the other eg watching television while doing a recycling project.
- Clustering –tasks are related or located in one area eg water plants, trim hedge, mow lawn
- Dovetailing – several tasks going on at the same time until they are completed, for example, preparing lunch, washing dishes, caring for a child.

FAMILY AND RESOURCE MANAGEMENT

Multiple Choice Items

Circle the correct response for each question

1) Which of the following resources are regarded as human?

- | | |
|----------------|-------------------------|
| i. Abilities | (A) i and ii only |
| ii. Clothes | (B) i and iv only |
| iii. Money | (C) ii, iii and iv only |
| iv. Creativity | (D) i, ii, iii and iv |

2) When shopping for food, your mother checks expiry dates and compare prices and quality.

Which of the following resources are being utilized?

- | | |
|------------------|-----------------------|
| i. Energy | (A) i and iii only |
| ii. Knowledge | (B) ii and iii only |
| iii. Cooperation | (C) i, ii and iv only |
| iv. Awareness | (D) i, ii, iii and iv |

3) Which of the following resources is both human and non-human?

- | | |
|-----------|---------------|
| (A) Time | (C) Tools |
| (B) Money | (D) knowledge |

4) Which of the following resources is available to families in a community?

- | | |
|-------------|--------------|
| (A) Loyalty | (C) Interest |
| (B) Energy | (D) Church |

5) Which of the following processes involves delegating tasks to family members?

- | | |
|----------------|-----------------|
| (A) Planning | (C) Controlling |
| (B) Organizing | (D) Evaluating |

6) Which of the following processes involves considering performance and making changes?

- | | |
|----------------|-----------------|
| (A) Planning | (C) Controlling |
| (B) Organizing | (D) Evaluating |

7) Which of the following processes allows you to find out what mistakes were made?

- | | |
|----------------|-----------------|
| (A) Planning | (C) Controlling |
| (B) Organizing | (D) Evaluating |

8) The first step in the decision making process is

- | | |
|-------------------------|---------------------------|
| (A) make a choice | (C) identify the problem |
| (B) collect information | (D) evaluate the decision |

9) A home manager can lighten home tasks by

- | | |
|--|------------------------|
| i. using labour saving devices | |
| ii. assigning tasks to family members | |
| iii. using the correct tools and equipment | |
| iv. deciding when and how work is to be done | |
| (A) i and ii only | (C) i, iii and iv only |
| (B) ii and iv only | (D) i, ii, iii and iv |

10) Which of the following is most important in the management of time and energy?

- | | |
|----------------------------------|---------------------------------|
| (A) Making a plan for activities | (C) Doing things you like |
| (B) Comparing work plans | (D) Using ways to simplify jobs |

11) Which of the following appliances allows you to save time and also energy?

- | | |
|---------------|---------------------|
| (A) Microwave | (C) Pressure cooker |
| (B) Blender | (D) Sandwich maker |

12) Which of the following activities allows you to save time and energy?

- | | |
|---|------------------------|
| i. Carrying several items from the car in a box | |
| ii. Standing while preparing vegetables | |
| iii. Placing the mixer close to the food preparation area | |
| iv. Keeping cutlery in its place | |
| (A) i and ii only | (C) i, iii and iv only |
| (B) ii and iv | (D) i, ii, iii and iv |

Items 13 – 15 refer to management of the household

- (A) Cleaning cupboards, household washing
- (B) Washing dishes, making up beds
- (C) Cleaning carpet, painting
- (D) Cooking, ironing

In answering items 13 - 15, each option may be used once, more than once or not at all.

13) Which of the following activities are done daily?

14) Which of the following activities are seasonal?

15) Which of the following activities can be done either daily or weekly?

16) The conscious seeking of the simplest, easiest and quickest method of working is

- | | |
|---------------------|-------------------------|
| (A) Planning | (C) Work simplification |
| (B) Decision making | (D) Sequencing |

17) Which of the following factors will NOT affect work simplification?

- | | |
|----------------------------------|---------------------------|
| (A) Use of correct procedures | (C) Gender of the workers |
| (B) Time to spend doing the task | (D) The task involved |

18) Which of the following techniques is classified as sequencing?

- | | |
|---------------------------------|-------------------------------|
| (A) Dovetailing and Independent | (C) Independent and Dependent |
| (B) Dovetailing and Clustering | (D) Overlapping and Dependent |

19) Which of the following techniques involves several simultaneous tasks?

- | | |
|-----------------|-----------------|
| (A) Clustering | (C) Dovetailing |
| (B) Overlapping | (D) Independent |

20) Suzie plans to make a cake. In which order should the following tasks be done?

- | | |
|----------------------------|-----------------------------------|
| i. Cream margarine & sugar | iii. Measure ingredients |
| ii. Beat eggs | iv. Fold in flour & baking powder |
| (A) i, ii, iii, iv | (C) ii, iv, i, iii |
| (B) i, iii, iv, ii | (D) iii, i, ii, iv |

Answer Key

1) B

2) C

3) A

4) D

5) B

6) C

7) D

8) C

9) D

10) D

11) B

12) C

13) B

14) C

15) D

16) C

17) C

18) C

19) C

20) D

Reference

Stewart, Thelma (1994) Certificate Management of Homes and Families. Carlong Publishers

IMAGE: https://storage.needpix.com/rsynced_images/teamwork-64156_1280.jpg