Summary

Subject matter: Group dynamics in local administration: theory and practice (on the example of Predgorny municipal district administration).

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Customer organization: The Board of Labour and Social Security of the population of Predgorny municipal district administration.

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Topicality of the research: The revelation, research, development and control of informal relationships in the collective in today’s conditions is objectively becoming the essential factor enabling one to combine stability and flexibility of the system under control, strengthening its response to the demands of the outside environment. This is the resource to be used to improve the efficiency of the work and the disregard of this rains the organizational order which testifies to the topicality of the study of informal relationships as a resource of the management tactics.

Objective of the work: The study of the theoretical aspects and practical analysis of the group dynamics in local government.

Tasks:
- to study the questions of the rise of formal and informal groups in an organization as forms of the manifestation of group dynamics;
- to examine the specific features of informal groups and the possibility of the exploitation of its positive potential;
- to study the informal groups within the framework of modern sociological theories;
- to conduct the analysis of the modern state of the formal and informal groups in the Board of Labour and social security of the population of Predgorny municipal district administration;
- to implement the practical detection of informal groups in the structure of the aforesaid organization;
- to develop the ways of the improvement of the management of municipal employees on the basis of the consideration for the specific nature of group dynamics in the organization in question.

**Theoretical significance of the work:** is the development of the theoretical and methodological basis of the study of group dynamics on the whole and informal relationships and the informal groups in particular arising in this connection.

**Practical significance:** is that its results can be used for the applied goals in the process of conducting similar researches within the framework of other organizations.

**Results of the research:**

1. The research made it possible to consider and analyze the sources of the rise of formal and informal relationships and the groups related to them.

2. Informal groups are defined as spontaneously formed groups of people regularly interacting to achieve shared goals. Function as an integral part of the informal structure of the interpersonal communication in the organization. Uses only informal links.

3. To reveal and analyze the informal groups one uses a whole number of methods, particularly the method of sociometrical test by Ya.L. Moreno.

4. For the purpose of our research we have chosen the organization nature of under study. Its specific nature of functioning predetermined the specific features of the formal structure of the organization and this in its turn became the starting point in the detection and analysis of the informal relationships and groups.

**Recommendations:** 1. the administration should involve the employees in the process of decision making on the work of the firm as a whole and also on the operational issues; 2. the administration should allow more time to spend with the employees in the informal environment; 3. it is essential to organize business trips for the isolated employees with informal leaders or members of informal groups to create additional common interests; 4. it is expedient to give tasks to the employees whose execution requires efforts of all the workers of the organization; 5. it is possible to conduct the proposed training on the formation of informal groups on the basis of effective communication.