Summary

Subject matter: Types of communicative activity (on the example of Pyatigorsk administration).

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Customer organization: Pyatigorsk administration.

Topicality of the research: Repeatedly conducted sociological researches established that administrative employees spend 50% to 90% of their time on communication.

In the general plane communication is defined as any exchange of information between people (or groups) irrespective of the fact whether it leads to mutual understanding or it does not. Hence there appears the need for the structuring of the notion of communication and reveal the aspect most important for the characterization of the content of the executive work. The theory of management distinguishes between 3 aspects.

Objective of the research: is the conduct of research of the process of communication in a concrete object, analysis of the strategy and development of recommendations on the improvement of communication.

Tasks:
- specification of the structural components and the main stages of the communicative process;
- characterization of the forms of the realization of the communicative function;
- analysis of the typical pitfalls and errors “(barriers)” of the communicative function;

Theoretical and practical significance of the work is the extension of the practical elaborations in the field of the increase in the efficiency of communicators. The main practical findings and recommendations can be used by the state structures to improve the efficiency of communication by improvement of the applied strategies and methods.
Results of the research:
The research is devoted to the types of communication in Pyatigorsk administration. At the heart of effective communicative work of the administration of great importance is the observing of certain rules and requirements. While providing the efficiency of communication they are the compulsory condition of the success of administrative work as a whole. And vice versa inefficient communication is seen as one of the key causes of bad management; moreover the role of communication is assessed depending on level of management. Regulation and coordination of the individual efforts with the subsequent creation of the single streamlined organizational process with the aid of communicative influence is the executive’s central function.

Each of the key types of the executive’s communicative work has its specific features: The common feature is that by means of the administrative communication (which simultaneously is the main constituents of interpersonal communication in a formal group and organization as a whole) the tasks of the strategic and current nature should be solved.