

بعض أساليب إدارة الوقت وعلاقتها بالإبداع الإداري بالمركبات الرياضية بالمسيلة

Some of time management methods and its relationship with administrative innovation in Msila sport complexes

Quelques méthodes de gestion du temps et sa relation avec innovation administrative dans les complexes sportifs de Msila

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Abstract:

this study entitled " time management methods and its relation with administrative innovation in sport complexes", aims to discuss whether or not time management(the independent variable) have a relationship with administrative innovation (the dependant variable) in Msila sport complexes, and on other hand, to examined the nature of the relationship between participative management and self management methods as two methods of time management, and measure its relationship with administrative innovation in sport complexes.

The researcher used the descriptive methodology and made use of questionnaire to gather data on a random sample of administration agents working in Msila sport complexes . This study calculated 112 agents out of 266 agents which represent our study population. The study proof that there is a high level degree of time management methods and administrative innovation in sport complexes and the methods of participative management and self management as two methods of time management rang to administrative innovation in sport complexes

Keywords:

- Time management
- Administrative innovation

mots clés :

- Gestion du temps
- Innovation administrative.

RÉSUMÉ :

Cette étude intitulée «méthodes de gestion du temps et sa relation avec l'innovation administrative dans les complexes sportifs» vise à déterminer si la gestion du temps (la variable indépendante) est liée à l'innovation administrative (la variable dépendante) dans les complexes sportifs de Msila. si la gestion du temps est importante pour les agents des complexes sportifs et déterminer leur degré d'innovation administrative, et d'autre part,

examiner la nature de la relation entre la gestion participative et les méthodes d'autogestion comme deux méthodes de gestion du temps avec l'innovation administrative dans les complexes sportifs.

Le chercheur a utilisé la méthodologie descriptive et a utilisé un questionnaire pour recueillir des données sur un échantillon aléatoire d'agents d'administration travaillant dans les complexes sportifs de Msila.

Cette étude a calculé 112 agents sur 266 agents qui représentent notre population étudiée.

L'étude prouve qu'il existe un niveau élevé de gestion du temps et d'innovation administrative dans les complexes sportifs et les méthodes de gestion participative et d'autogestion comme deux méthodes de gestion du temps ont sonné à l'innovation administrative dans les complexes sportifs.

Introduction and problematic study:

Effective management and organization of time is one of the most important tasks to be dealt with success and effectiveness. It is an principal indicator to measure the effectiveness of time management, organizing it, investing it and distributing it effectively onto various tasks. that not to change it, modify or develop it, but to try to reduce the waste of time, in the way to achieve the goals adopted by the administrative development process, by giving more importance to time and driving workers behavior towards accomplishing tasks in a and the appropriate time, and standing to get rid of what is lost firmly. (Youssef Ayman Hamad, 2006, P: 2)

Since the success of managers and the success of their organizations in achieving their goals is attributed in some cases to the skills granted to its managers in optimizing time management, as their behavior related to time, not only positive on the managers, but extends to implicate subordinates as well as affected by mangers and the their behavior and theirs orders. (Jihad bin Mohammed al-Rashid, 2003, P:3).

The management literature today asserts that the contemporary organization is living in changing and complex circumstances caused by economic, social, political and cultural changes to its external environment, that's why the need for innovation is emergent to deal with such conditions. This was confirmed by Peter Drucker: "Managers must learn to manage organizations innovatively." (Fahd bin Awadallah, 2008, P: 3)

Innovation is not only the individual vision to a phenomenon in a new way, thus it can be said that Innovation requires the ability to feel an issue that requires a treatment, and the ability to

think differently and innovatively to find the right solution (Mohammad Saad Fahad al-Mushout, 2011, P: 4)

Based on the above, the field of time management in its modern concept and its scientific methods and global challenges imposed on the management of sports complexes, it becomes a pillar on which the developed nations were built, it concerns the world experts nowadays, for exploiting it in developing administrative innovation. As a main challenge to the complexes managers, they face themselves obliged to make a quantum leap in time management, and adopt their strategies on this dilemma, for the development of administrative innovation, and this led the researcher to identify the main question of study as the following:

•Is there a relationship between some time management methods and administrative innovation to the administrative agents in Msila sports complexes?

1-Sub questions

Answering to the main question, we subdivide it to the following :

- ✚ How important the time management methods to administrative agents in Msila sport complexes?
- ✚ How important the level of innovation management to administrative agents in Msila sport complexes?
- ✚ Is there a relationship between the self-management and innovation management to administrative agents in Msila sport complexes?
- ✚ Is there a relationship between the participative management and innovation management to administrative agents in Msila sport complexes?

2-Objectives of the study:

The main objective of this study is to identify the time management methods and their impact on administrative innovation in sports complexes in Algeria by achieving the following:

-To identify the nature of the relationship between the time management methods and administrative creativity from the point of view to administrative agents in sports complexes.

3-The importance of the study:

- 1-The study obtained importance through discussing the theme of time management methods and their impact on the administrative innovation to administrative agents in sports complexes, which gives the administrative staff of these sports complexes the opportunity to find out the relationship between time management methods and administrative innovation.
- 2-Determine the levels of time management methods to administrative agents in sports complexes.
- 3-The results of the study may be used by the directors of administrative agents in sport complexes.

4-Hypotheses of the study:

-There is a relationship between some of time management methods (participative management & self management) and administrative innovation to administrative agents in Msila sports complexes.

5-Principal concepts:

****Time: Time** is the indefinite continued progress of existence and events that occur in apparently irreversible succession from the past through the present to the future. (<https://en.wikipedia.org/wiki/Time> viewed at 20:44 on 02/02/2018)

-Definition of Peter Drucker : "Time Resources If not managed will not be managed anything else". (General Organization for Technical Education and Vocational Training, P: 6)

****Time Management:**

"Time management involves Identifying, underlying problems in our use of time, rather than simply treating symptoms". (Ray G & Helmer P,E ,1998, P:5

Taha definition: Effective use of time and other available resources to achieve the expected objectives of the Organization within a specified time frame. (Taha Nahla, 1996, P: 32)

****Innovation:**

Language dictionaries have agreed that innovation means inventing the thing and creating it on an unprecedented example and making it very characteristic, and that creativity in art and literature is the development of new methods instead of old or conventional methods. (Idris Bin Arjem, 2014, p. 50)

****Administrative innovation:**

Is all the processes practiced by the individual within the organization and is characterized by originality, fluency, flexibility, risk and the ability to analyze and out of the ordinary, whether the individual or organization that works and sensitivity to the problems that result from dealing with the environment (Meshaal bin Mubarak, 2012, P: 6)

Bernhard Definition: is the ability to generate innovative, useful ideas, solutions to problems, and daily challenges.(Bernard, Show from,

http://www.prm.nau.edu/prm426/Creative_Manager_Lesson.htm)

**** sport complexes:**

Are sports facilities open to the public specially designed for physical and sports practices, which meet the technical, health and security conditions, and contribute to the process of raising and shaping the young people to develop them, and help to spread the spirit of sport, whether multi-sport complexes or neighborhood sport complexes.

6. Previous studies:

LA Kakdar salam 2016 : Transformational leadership and its relationship with the administrative creativity of the Directorates of youth sports staff.

Objective of the study: Detecting correlation between transformational leadership and management innovation from the directorates of youth and sports staff.

The study sample : The survey sample consisted in 105 employees working inside the headquarters of the Directorates of Youth and Sports.

The approach followed in the study : The researcher used the descriptive approach that suits the subject of the study.

Study tools: The researcher used the transformational leadership scale and scale administrative creativity scale.

The most important conclusions reached at the study:

The staff directorates of youth and sports point of view the result of the study of the transformational leadership and its relation with the administrative creativity of the staff in the directorates of youth and sports had Shawn

- There is a direct correlation between the ideal negative influence and skill of management innovation from the point of view of staff directorates of Youth and Sports
- There is a direct correlation between a positive stimulus inspirational creativity and the administrative staff's skill from the point of view of Youth and Sports directorates
- There is a direct correlation between positive individual mind and skill of management innovation from the point of view of staff directorates of Youth and Sports
- There is a direct correlation between positive arousal intellectual creativity and skill of the administrative staff from the point of view of staff of Youth and Sports directorates.

Suggestions:

- The establishment of specialized institutes devoted to creatives persons to improve of their capacities and develop their performance and encourage them to show their best.

Paying attention to the senior leadership of the Ministry of Youth and Sports, the concept of transformational leadership and take the policies and procedures that work on raising the level of creativity among employees.

Idris Ben Arjem 2014:'some leadership study and their relationship to the administrative creativity tires Directorates of Youth and Sports'

The aim of this study: it's for to know the correlation between leadership styles and creativity of tires Directorates of Youth and Sports of the States "M sila , Bordj Bou Arreridj, Setif".

the processes of the field study:

Category: sample survey consisted of 76 working within the framework of the headquarters of St. m t .

Temporal and spatial domain: field study was conducted at the level of three Directorates for Youth and Sports "M sila , Bordj Bou Arreridj,Setif" in the period from March 1,2013 until June 20 of the same year .

The method: we relied on the descriptive approach in order to appropriate the nature of the research to be done or done.

The Tools of the study: a questionnaire included in the form of Likert scale quintet.

The results obtained: There are no statistically significant differences for the answers of respondents about the creative capabilities attributed different "position , qualification, experience."

The most important recommendations :

- That the responsible authorities in the Supreme and the Ministry of Youth and Sports to increase the activation of owning leaders in the departments of Youth and Sports of the attributes and characteristics of democratic leadership style .
- Establishment of an incubator for creativity or the so-called (Bank of innovation) be responsible for the support and encouragement of the creators **Layadi Essam 2014:** " some time management techniques and their relationship with the performance of managers in proximity sport complex "
- **the objective of the study:** Identify the relationship of some time performance management techniques in sports facility managers , and highlighting the importance of time management techniques and realities in the management of proximity sport complex, and to identify the best strategies to master time effect.
- **hypotheses :**
 - The general hypothesis : There is a relationship between some of the methods of the time management and administrative performance in proximity sport complexe .
 - Partial assumption : there is a statically significant relationship between the mandate and governance performance in proximity sport complexe.
- There is statically significant relationship with objectives between the method of management and performance in proximity sport complexe.
- Sample of the study : The whole will study consists of all proximity sport complexe managers of m sila – CABBA – Setif – totaling 39 Director according to managers collections of information youth organizations , while the sample was selected in a comprehensive survey

- The curriculum : The descriptive analytical method is used for its relevance to this kind of research.
- Sanitary study: The researcher relied on the form of a questionnaire , which included of a 51 questions divided into three subjects .
- **The results obtained:**
- There is no statistically significant relationship between the mandate and governance performance of managers in proximity sport complexe .
- There is a statically significant relationship between the method of management by objectives and performance of managers proximity sport complexe.
- **Most important suggestions:**
- Increasing concern over the element of time through the establishment of training courses supervised y experts in the field .- Opening the way over to allow authorization of the profit for ganing the time and the discovery of the capacity of individuals Commissioners.
- Work on spreading the culture of time management in the field of sport facilities , which will reduce its losses . – To encourage scientific research in the field of time management with managers would wich send the spirit of competition and increase performance sports facilities.

Mohammad Moubarl Al- Rashedi 2014:

The Impact of Using Technique Management by Objectives (MBO) on Performance of Employees.

This study aimed to examine the impact of using technique management by objectives (MBO) on performance of employees in the National Oil Institution in State of Kuwait .

The study sample consisted of (380) employees who were selected from the study population. The questionnaire was used as tool for data collection; the study used a number of statistical methods: The questionnaire was used as tool for data collection including statistical approach stepwise and multiple regression, averages and normal distribution . The results of the study showed:

- 1- The level of use of Management by Objectives was from the standpoint of workers was average.
- 2- The level of performance of employees from the perspective of workers in the National Oil Institution in State of Kuwait moderate.
- 3- The results indicate the commitment of employees in achieving the goals was the most influential in performance of employees in the National Oil Institution in State of Kuwait.

In light of the results that have been reached , the researcher recommends the following: a facus on activation method Management by Objectives dimensions combined (trust, commitment,

participation, and feedback) in the founders of National Petroleum in Kuwait, to encourage employees to express their views and enhance organizational culture in the climate of the institution national Oil Company in Kuwait.

Mubarak Abdulla al-Enezy 2009 : The Relation of the Delegation of Authority with the Administrative Creativity for School Principal Assistant at Tabuk Educational District from their perspective.

This study aimed to identify the degree of delegation of authority granted by school principals at Tabuk educational District for their principal assistant. And the relation of this delegation with the administrative creativity for their principal assistant from their perspective and knowing whether there is an effect for the gender , experience and scholastic stage .

The population of study consisted of (549) School Principal Assistant. A random sample was chosen which amounts (200) male and female principal assistant. (159) questionnaire were returned.

The study reached the following results:

- 1- There was a high degree of delegation granted to principal assistant.
- 2- There was a high degree of administrative creativity in the field of abnormality and a medium degree in the fields of sensitivity for problems and risks and medium totality degree.
- 3- There was statistical relationship at a level ($\alpha \leq 0.01$) between the degree of delegation of authority and the administrative creativity for school principal assistant.

In the light of the results the study reached the following recommendations:

Giving more authority for school Principal assistant, holding training workshops for administrators in the techniques of creative thinking and adopting and encouraging creative thoughts.

Abdelkader Belkheer 2011: "The relationship of time management to the level of work pressure from the point of view of workers of sports vehicles"

The study aimed to:

- Provide a suggested vision that contributes to improved time management.
- Identification of ways to overcome the sense of pressure among workers of sports vehicles.

The main findings of this study are:

- Time management efficiently has a role in minimizing the effects of work stress.
- There is a direct relationship between wasting time and increasing the effects of work pressures.

7-Exploratory study:

The exploratory study is the first step in understanding all aspects of the research by determining the variables of the study and formulating the hypotheses of the research.

8- Applied Sample: A questionnaire was distributed to eight administrative agents of sport complexes and of nearby complexes.

9-Methodology of the study:

The approach is the path that leads the researcher to found out the truth in science by a set of scientific rules (Hani Bin Nasser Al-Rajhi, 2003, P: 78)

Thus we used the analytical descriptive approach and the method of empirical study because it fits our research topic.

10-Study tools and procedures:

Based on the type of information and data that we are about to collect and our exploratory study, we found that the most appropriate tool for conducting this study is the questionnaire, which is known by **Al-Baldawi:** "The questionnaire is a paper or a slip that contains a number of questions related to a survey or to characteristics of any phenomenon related to an economic activity, technical, social or cultural one, and through the total answers, we get the statistical data we need." (Abdel Hamid Baldawi, 2007, P: 22)

The questionnaire is divided two axes :

- The first axe: The two methods of time management - participative management and self-management:

it consists of (19) questions, divided into two dimensions one is of participative management that consists of 9 questions and the second is of self-management that consists 10 questions.

- The second axe : Administrative innovation: It consists of 14 questions

11- Study population:The study population consisted of all administrative agents in the omnisport complexes and nearby complexes of Msila, that reaches 266 administrative agent.

12- Research Sample:

The study utilized a random sample of 112 administrative agents in omnisport complexes, and nearby complexes of Msila, representing 42.10% of the study population.

13- Psychometric characteristics:

13-1-The validity of the questionnaire:

The questionnaire is all the elements that must be included in the analysis on the one hand, and the clarity of its paragraphs and its vocabulary on the other hand, the way they are understood by all who users " (Hani Bin Nasser Al-Rajhi, 2003, P: 81)

13-2-Validity of the Internal consistency:

A-The first axe: time management method

first dimension of the participative management method.

The correlation coefficients show us the correlation between the paragraphs of the first axe and the total degree of its paragraphs, so that the correlation coefficients ranged between (0.773 - 0.987), so this dimension is significant at the level of significance (0.01-0.05), and thus the axe paragraphs are valid to what they were put to measure.

- second dimension of the self-management of time

The correlation coefficients show us the correlation between the paragraphs of the first axe and the total degree of its paragraphs, so that the correlation coefficients ranged between (0.738 - 0.977), so this dimension is significant at the level of significance (0.01-0.05), and thus the axe paragraphs are valid to what they were put to measure

B-The second axe: administrative innovation: The correlation coefficients show us the correlation between the paragraphs of the secnd axe and the total degree of its paragraphs, so that the correlation coefficients ranged between (0.713 - 0.995), so this dimension is significant at the level of significance (0.01), and thus the axe paragraphs are valid to what they were put to measure

13-3-Reliability coefficient :

All the reliability coefficients were high and statistically significant at the significance level (0.05) and the value of these coefficients varied from one axe to other, with a higher limit in the second axe at (0.904),and with a lower limit of the first axe in the first dimension at (0.782) and the total reliability coefficient of the study questionnaire is (0.922), which is a high reliability coefficient and statistically significant at (0.05). Indicating the possibility of results reliability obtained using the questionnaire .

14–Study limits :

14-1-Human limits: Our study utilized a sample of omnisport complexes agents and of nearby complexes agents in Msila .

14-2-Time Limits: This study was conducted from : September, 10th 2017 to October, 26th 2017 .

14-3-Study ground: This study was applied in the sport complexes in Msila.

15-Answering questions:

1- Is there a positive correlation between some methods of time management (as participative management & self management) and the administrative innovation?.

Pearson correlation coefficient was calculated by linking the two methods of time management and administrative innovation to determine the nature of the relationship.

Table (01): The correlation coefficients between the two methods of time management (as participative management & self management) and administrative innovation.

questionnaire axes	Coefficient of correlation	Significance Level
Participative Management / administrative Innovation	0.888	0.01
Self management / administrative innovation	0.727	0.05
Some methods of time management / administrative innovation	0.872	0.01

Table (01): shows that the correlation between the two methods of time management and administrative innovation is of significance level at (0.01). while Pearson correlation coefficient linked the axe of some time management methods and administrative innovation axe is (0.872), that shows us there is a very strong and positive correlation between The two methods of time management and administrative innovation.

16- Discussion of Results:

Hypothesis(1): there is a positive correlation between the participative management and administrative innovation.

It is clear to us from Table (01) that there is a strong correlation linked participative management and administrative innovation for the agents of Msila sport complexes, so that the correlation coefficient is of (0.888) at the significance level of (0.01).

So that the third hypothesis is accepted.

Hypothesis(2): there is a positive correlation between the self management and administrative innovation.

It is clear to us from Table (01) that there is a strong correlation linked self management and administrative innovation for the agents of Msila sport complexes, so that the correlation coefficient is of (0.727) at the significance level of (0.05).

So that the second hypothesis is accepted.

Also, Table (01) showed that the relationship between some methods of time management and administrative innovation is strong and positive. The total correlation coefficient is (0.872) and the significance level of (0.01).

So that the main hypothesis is accepted, as mentioned above, that **"there a relationship strong and positive between some methods of time management and administrative innovation for the administrative agents of Msila sport complexes"**.

17-Recommendations: Investing in administrative agents energies working in sport complexes, developing cognitive abilities and motivating them to show their opinions and ideas and involving them in decision-making.

- ✓ Enhancing communication between high managers and their subordinates, and restoring trust among them.
- ✓ Restructuring operations and streamlining procedures to achieve speedy targets by focusing on quality and cost of services as a key priority, without being limited by rigid systems or personal moods.
- ✓ Building a distinguished and qualified leadership to hold senior management positions within sport complexes, having a good knowledge base and management experience.

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الملخص : هدفنا من خلال دراستنا هذه، والتي تحمل عنوان "علاقة بعض أساليب إدارة الوقت بالإبداع

الإداري لدى العمال الإداريين بالمركبات الرياضية بالمسيلة".

إلى التعرف على اثر أساليب إدارة الوقت على الإبداع الإداري في المركبات الرياضية في المسيلة و التعرف على طبيعة العلاقة بين أسلوبي الإدارة بالمشاركة ، والإدارة الذاتية باعتبارها أسلوبين من أساليب إدارة الوقت بالإبداع الإداري لدى العمال الإداريين بالمركبات الرياضية.

وقد استخدم الباحث المنهج الوصفي في دراسته واستخدم أداة الاستبيان لجمع البيانات من عينة عشوائية من العمال الإداريين بالمركبات الرياضية بالمسيلة ، بلغت عينة الدراسة 112 من أصل 266، وفي الأخير توصلنا إلى وجود مستوى من الأهمية مرتفع لأساليب إدارة الوقت لدى العمال الإداريين بالمركبات الرياضية ، ووجود مستوى مرتفع أيضا من الإبداع الإداري لديهم ، كما وجدنا أيضا علاقة ارتباطية قوية و موجبة بين أسلوبي الإدارة بالمشاركة و الإدارة الذاتية باعتبارها أسلوبين من أساليب إدارة الوقت و الإبداع الإداري لدى العمال الإداريين بالمركبات الرياضية.