**TERMINOLOGY:**

VERTICAL INTEGRATION: \_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ management structure of an organization (consists of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_levels).

TOP MANAGEMENT: Makes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ affecting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; decisions have

MIDDLE MANAGEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_

SUPERVISORY LEVEL MANAGEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the activities of employees;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the instructions of Middle and Top management; \_\_\_\_\_\_\_\_\_\_\_\_\_

tasks and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ performance of employees.

HORIZONTAL ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_teams set their own \_\_\_\_\_\_\_\_\_ &   
make their own \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Organized by \_\_\_\_\_\_\_\_\_\_\_\_\_ instead of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

EMPOWERMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ team members’ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and willingness to take \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

MANAGING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the\_\_\_\_\_\_\_\_\_\_\_ of an organization through its

ORGANIZING: Bringing people, activities, and resources together for the \_\_\_\_\_\_\_\_\_\_\_\_\_ of the company.

STAFFING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the \_\_\_\_\_\_\_\_\_\_ to be done.

CONTROLLING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ performance; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_performance with company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and goals for effective outcome.

LONG-RANGE PLANNING: Information is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, serving goals ranging from one to five years; or five to ten years.

SHORT-TERM PLANNING: Specific objectives are identified for implementation of \_\_\_\_\_\_\_ year or \_\_\_\_\_\_\_. Usually evaluated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ basis.

**MANAGEMENT STRUCTURES:**

1. Vertical Organization
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ performs \_\_\_\_\_\_\_\_\_\_\_department function
   2. \_\_\_\_\_ management
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ management
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-level B. Horizontal Organization
   5. Became \_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_
   6. \_\_\_\_\_\_\_\_\_\_ set own \_\_\_\_\_\_\_\_\_\_ and make own \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ oriented
   8. Adopted by most \_\_\_\_\_\_\_ manufacturers

**MANAGEMENT FUNCTIONS:**

1. Planning
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Organizing
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Controlling
   1. Performance is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with goals
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ standards ,areas of improvement
4. Staffing
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_ and\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_\_ performance
5. Leading
   * 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ direction of business; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, drive

**MANAGEMENT STYLES**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Gets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and adjusts when necessary Can be slow;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be helpful \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Allows majority rule; sometimes slow process, but it’s easier to get employee’s approval

D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Manager acts as a mentor; allows employees \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Focus on results, not how work gets done

E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Makes decision, then takes time to convince employees it was good

Spend time getting people to “\_\_\_\_\_\_\_ \_\_\_\_\_\_\_”

**AN EFFECTIVE MANAGER…**

* Shows a \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ It’s ok to smile! It’s contagious!
* Cares about \_\_\_\_\_\_\_\_\_\_\_
* Encourages and looks for the \_\_\_\_\_\_\_ in others o Says “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”
  + Is considerate Takes \_\_\_\_\_\_\_\_\_\_\_
* Calls people by their \_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ birthdays, anniversaries, etc.
* Listens
  + \_\_\_\_\_\_\_ questions
  + \_\_\_\_\_\_\_\_\_\_ information
* Encourages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Does not \_\_\_\_\_\_\_\_\_\_\_\_
* Treats everyone \_\_\_\_\_\_\_\_\_\_\_\_
* Is a \_\_\_\_\_\_\_\_\_ player o Is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AN EFFECTIVE MANAGER also:**

1. Is able to give \_\_\_\_\_\_\_\_\_ directions
2. Has skills to \_\_\_\_\_\_\_\_\_\_\_ employees adequately
3. Has \_\_\_\_\_\_\_\_\_\_\_\_
4. Is consistent and \_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_
5. Acts as a good \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Delegates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Fosters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Graphic Design Project Manager**

* Communicates clearly
  + Written
  + Oral
  + \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_ evaluates employee’s skills
  + Matches their \_\_\_\_\_\_\_\_ or creativity with the \_\_\_\_\_\_\_\_\_\_\_\_portion of the design project
* Is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to employees and clients
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in “other’s shoes” easily
* Listens actively
  + \_\_\_\_\_\_\_\_\_\_\_questions
  + \_\_\_\_\_\_\_\_\_\_\_\_\_information
* Encourages interaction with/among employees
  + Treats everyone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Is a team player
  + Is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_