**Student Notes**

**TERMINOLOGY:**

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

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

MIDDLE MANAGEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_ management; plan ways to implement \_\_\_\_\_\_\_\_\_\_\_; communicate with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -level management. SUPERVISORY-LEVEL MANAGEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the activities of employees; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the instructions of Middle and Top management; \_\_\_\_\_\_\_\_\_\_\_\_\_

HORIZONTAL ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_teams set their own \_\_\_\_\_\_\_\_\_ and 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 10 years. SHORT-TERM PLANNING: Specific objectives are identified for implementation of \_\_\_\_\_\_\_ year or

**MANAGEMENT STRUCTURES:**

1. Vertical Organization
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ performs \_\_\_\_\_\_\_\_\_\_\_department function
   2. \_\_\_\_\_ management
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ management
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-level

B. Horizontal Organization

1. Became \_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_.
2. \_\_\_\_\_\_\_\_\_\_ set own \_\_\_\_\_\_\_\_\_\_ and make own \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ oriented
4. 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

1. Leading
   * 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ direction of business; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

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

**MANAGEMENT STYLES**

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

Makes decisions with virtually no input

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

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

Gets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and adjusts when necessary

Can be slow; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be helpful

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

Allows majority rule; sometimes slow process,

but it’s easier to get employee’s approval

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

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

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

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

**AN EFFECTIVE MANAGER…**

1. Shows a \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
2. It’s ok to smile! It’s contagious!
3. Cares about \_\_\_\_\_\_\_\_\_\_\_
4. Encourages and looks for the \_\_\_\_\_\_\_ in others
5. Says “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”
6. Is considerate
   1. Takes \_\_\_\_\_\_\_\_\_\_\_
   2. Calls people by their \_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ birthdays, anniversaries, etc.
7. Listens
   1. \_\_\_\_\_\_\_ questions

**AN EFFECTIVE MANAGER also:**

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