**Management Terms and Structures**

**Terminology**

* Vertical Integration: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ management structure of an organization (consists of \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ levels)
* Top Management: Makes \_\_\_\_\_\_\_\_\_\_ affecting \_\_\_\_\_\_\_\_ decisions have \_\_\_\_\_\_\_\_\_\_ effect on the company.
* 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 \_\_\_\_\_\_\_\_\_\_ and make their own \_\_\_\_\_\_\_\_\_\_\_\_. Organized by \_\_\_\_\_\_\_\_ instead of \_\_\_\_\_\_\_\_\_\_\_\_.
* Empowerment: \_\_\_\_\_\_\_\_\_\_\_\_\_ team members’ \_\_\_\_\_\_\_\_\_\_ and willingness to take \_\_\_\_\_\_\_\_\_\_\_\_\_.
* Managing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of an organization through its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ basis.

**Management Structures:**

* Vertical Organization
  + \_\_\_\_\_\_\_\_\_\_ performs \_\_\_\_\_\_ department function
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_ management
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_ levels
* Horizontal Organizations
* Became \_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to \_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ set own \_\_\_\_\_\_\_\_\_ and make own \_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_ oriented
* Adopted by most \_\_\_\_\_\_\_\_\_\_\_\_\_\_ manufacturers

**Management Functions**

* Planning
  + \_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_
* Organizing
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Controlling
  + Performance is \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with goals
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ standards, areas of improvement
* Staffing
  + \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ performance
* Leading
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_ direction of business; \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and drive

**Management Styles**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Makes decisions with virtually no input
  + “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Allows employee to make all decisions
  + Can be a “circus”
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Gets \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and adjusts when necessary
  + Can be slow; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be helpful
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Allows majority rule; sometimes slow process, but it’s easier to get employees approval
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Manager acts as a mentor; allows employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Focus on results, not how work gets done
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Makes decision, then takes time to convince employees it was good
  + Spend time getting people to “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

**An Effective Manager**

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

**An Effective Manager Also:**

* Is able to give \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ directions
* Has skills to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employees adequately
* Has \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is consistent and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Acts as a good \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Delegates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fosters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_