**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_