**Management: Another Piece of the Puzzle**

Student Notes

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class\_\_\_\_\_\_\_\_\_\_\_\_

**Terminology**

**Vertical integration**- \_\_\_-to- \_\_\_\_\_\_ management structure of an organization (consists of \_\_\_, \_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_ levels).

**Top management**- makes \_\_\_\_\_\_\_\_\_ affecting \_\_\_\_\_\_ \_\_\_\_\_\_\_; decisions have

\_\_\_\_\_\_\_\_ effect on the company.

**Middle management**- \_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_ of \_\_\_ management; plan ways to implement \_\_\_\_\_; communicates with \_\_\_\_\_\_\_\_\_\_\_-level management.

**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**-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**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 \_\_\_\_. Usually evaluated on \_\_\_\_\_\_\_\_\_ or \_\_\_\_-\_\_\_\_\_\_ basis.

**Management Structures**

**Vertical organization**

* \_\_\_\_\_\_\_performs \_\_\_\_\_\_\_\_\_\_ department function well.
* \_\_\_management
* \_\_\_\_\_\_ management
* \_\_\_\_\_\_\_\_\_\_\_-level

**Horizontal organization**

* Became \_\_\_\_\_\_\_ due to \_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_ and \_\_\_\_\_.
* \_\_\_\_-\_\_\_\_\_\_\_\_ \_\_\_\_\_set own \_\_\_\_\_ and make own \_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_ oriented
* Adopted by most \_\_\_manufacturers

**Management Functions**

**Planning**

* \_\_\_\_-\_\_\_\_\_
* \_\_\_\_\_-\_\_\_\_\_

**Organizing**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hint: phrase)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ (two words)

**Controlling**

* Performance is \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_with goals
* \_\_\_\_\_\_\_ standards, areas of improvement

**Staffing**

* \_\_\_\_\_\_\_ and \_\_\_\_; \_\_\_\_\_\_\_\_ performance

**Leading**

* \_\_\_\_\_\_\_\_\_\_\_ direction of business; \_\_\_\_\_\_\_\_\_\_; \_\_\_\_\_\_\_\_\_\_; drive

**Management Styles**

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

* Makes decisions with virtually no input
* “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (hint: phrase)

\_\_\_\_\_\_\_

* Allows employees 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 is easier to get employee’s approval

\_\_\_\_\_\_\_-\_\_\_\_\_

* Manager acts as a mentor; allows employees \_\_\_\_ \_\_\_\_\_\_\_ (two words)
* Focus on results, not how work gets done

\_\_\_\_\_\_\_\_\_\_

* Makes decision, then takes time to convince employees it was good
* Spends time getting people to “\_\_\_ \_\_” (two words)

**An Effective Manager…**

Shows a \_\_\_\_\_ \_\_\_\_ (two words)

* It is ok to smile! It’s contagious!

Cares about \_\_\_\_\_\_

* Encourages and looks for the \_\_\_\_ in others
* Says “\_\_\_\_\_ \_\_\_\_” (two words)

Is considerate

* Takes \_\_\_\_\_\_\_\_
* Calls people 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 \_\_\_\_\_\_\_\_\_\_