

## Levels of Management

The term levels of management refers to the line of division that exist between various managerial position in an organization. As the size of the company and workforce increases, the number of levels in management increases along with it, and vice versa. The different levels of management can determine the chain of command within an organization, as well as the amount of authority and decision-making influence accrued by all managerial positions.

Levels of management can be generally classified into three principal categories, all of which direct managers to perform different functions.

### 1. Administrative, Managerial, or Top Level of Management-

This level of management consists of an organization's board of directors and the chief executive or managing director. It is the ultimate source of power and authority, since it oversees the goals, policies and procedure of a company. Their main priority is on the strategic planning and execution of the overall business success.

The roles and responsibilities of the Top



level of management can be summarized as follows:

- \* Laying down the objectives and broad policies of the business enterprise.
- \* Issuing necessary instructions for the preparation of department specific budgets, schedules, procedures etc.
- \* Appointing the executives for middle level management, i.e. departmental managers.
- \* Establishing controls of all organizational departments.
- \* Since it consists of the Board of Directors, the top management level is also responsible for communicating with the outside world and is held accountable towards an organization's shareholders for the performance of the enterprise.

## 2. Executive or Middle level of Management.

The branch and departmental managers form this middle management level. These people are directly accountable to top management for the functioning of their respective departments, devoting more time to organizational and directional functions. For smaller organizations, there is often only one layer of middle management, but larger enterprises can see senior and junior levels within this middle section.



The roles and responsibilities of the middle level of management can be summarized as follows

- \* Executing the plans of the organization in accordance with the policies and directives laid out by the top management level.
- \* Forming plans for the sub units of the organization that they supervise.
- \* Participating in the hiring and training processes of lower level of management
- \* Interpreting and explaining the policies from top level management to lower level management
- \* Sending reports and data to top management in a timely and efficient manner.
- \* Evaluating the performance of junior managers.
- \* Inspiring lower managers towards improving their performance.

### 3. Supervisory, Operative, or lower level of Management

This level of management consists of supervisors, foremen, section officers, superintendents and all other executives whose work must do largely with HR oversight and the direction of operative employees. Simply put managers at the lower level are primarily concerned with the execution and coordination of day-to-day work flow that ensure completion of projects and that deliverables are met.



The roles and responsibilities of lower level of management can be summarized as follows.

- \* Assigning jobs and tasks to various workers.
- \* Guiding and instructing workers in day-to-day activities.
- \* Overseeing both the quality and quantity of production.
- \* Maintaining good relationship within lower levels of the organization.
- \* Acting as mediators by communicating the problems, suggestions and recommendatory appeals etc. of workers to the higher level of management, and in turn elucidating higher level goals and objectives to workers.
- \* Helping to address and resolve the grievances of workers.
- \* Supervising and guiding their subordinates.
- \* Taking part in hiring and training processes of their workers.
- \* Arranging the necessary materials, machines, tools and resources necessary for accomplishing organizational tasks.
- \* Preparing periodical reports regarding the performance of the workers.
- \* Upholding discipline, decorum and harmony within the workers and the workplace.
- \* Improving the enterprise's image as a whole due to their direct contact with the workers.