

## Levels of Management

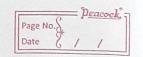
The term levels of management repers to the line of clivision that exist between various managerial position in an organization. As the size of the company and work force increases, the number of levels in management increases along withit, and vice versa. The different levels of management can determine the chain of command within an organization as well as the amount of cuthority and decision-making influence accrued by all managerial positions.

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

1. Administrative, Managerial, es Top Level of Management.

This level of management consists of an organization's board of directors and the chief executive or managing directors. It is the lettimate 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 soles and responsibilities of the lop



level of management can be summarized as follows:

\* laying down the objectives and Groad policies of the business enterprise.

of department specific budget, schedules,
procedures ete:

\* Appointing the executive for middle level managers.

# Establisher controls of all organizational department.

\* Since it consists of the Board of Derectors, 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 enter-prise.

## 2. Executive or Middle level of Manage ment.

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

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

\* Executing the plans of the organization in accosdance with the policies and directives laid out by the top manage ment level.

\* Forming plans for the sub units of the organization

that they supervise

of loures level of management

\* Interpreting and explaining the policies from top

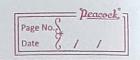
\* Sending reports and data to top management in a timely and efficient mannes.

A Evaluating the performance of junior managers.

\* Inspiring lower managers towards improving their performance.

3. Supervisory, Operative, as lower level of Manage ment

This level of manage ment consists of supervisors, foremen, section officers, superintendents and all other executives whose work must do largely with HR overlight 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 templetion of projects and that deliverables are mel.



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

\* Assigning joles and tasks to various workers.

\* Crusaing and instructing workers in day-today activities.

\* Over seeing both the quality and quantity of production.

\* Maintaining good selationship within lower levels of the organization.

\* Acting as mediators by communicating the problem suggestion and recommedatory 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

\* Supervising and guiding their subordinates.

\* Taking part in hising and training processes of their workers.

\* Arranging the necessary material, machines, tool and resources necessary for accomplishing Ogganizational tasks.

\* Preparing periodical reporte sogarding the performance of the cookers.

\* Upholding discipline, decorum and harmony within the coarkers and the coark place.

\* Improving the enterprises image as a whole due la their desect contect with the workers.