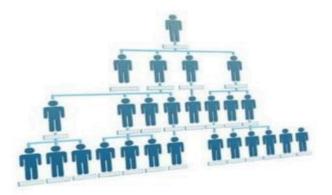
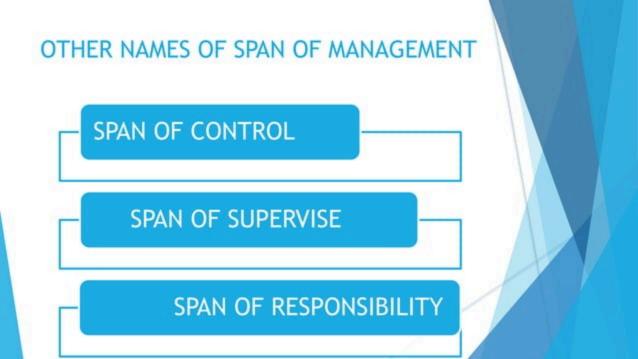


DEFINATION

Span of management defines clearly the number of the subordinates can be effectively control by the manager.





IMPORTANCE OF EFFECTIVE SPAN OF MANAGEMENT

BETTER SUPERVISION AND CONTROL

INCREASES EFFICIENCY

GOOD PROFESSIONAL RELATIONS GOOD COMMUNICATION AND COORDINATION

DEVELOPS DISCIPLINE AND MUTUAL TRUST

BETTER SUPERVISION AND CONTROL

If there is an appropriate span of control, then the superior will have a limited number of subordinates under him. This will result in better supervision and control.



INCREASES EFFECIENCY

An appropriate span of control results in better supervision and control. This increases the efficiency, productivity and profitability of the organisation.



GOOD PROFESSIONAL RELATIONS

If there is an appropriate span of control, then the superiors and subordinates will get time to develop close and good professional relations between themselves.



GOOD COMMUNICATION AND COORDINATION

If there is an appropriate span of control, then superiors will get time to communicate with every single subordinate. This will improve the communication in the organisation. Good communication results in good co-ordination. Therefore, an appropriate span of control results in good communication and co-ordination.



DEVELOPS DISCIPLINE AND MUTUAL TRUST

 An appropriate span of control helps to develop discipline and mutual trust.



FACTORS AFFECTING SPAN OF MANAGEMENT NATURE OF CAPACITY OF SUPERIORS TRUST ON SUBORDINATES OF COMMUNICATION RESPONSIBILITY

NATURE OF WORK

Some of the work is repitative in nature and does not require special talent to perform .In such a case the supervisor can control a large number of subordinates



CAPACITY OF SUPERIORS

- The personnel capacity of superiors can influence the span of control.
- If the superiors has more skill to control the subordinates, the span of management may be increased and vice – versa.



DELEGATION OF AUTHORITY

If superiors delegates the authority he has to take fewer decisions, therefore span of management can be increased.

On the other hand, if superior does not delegate the authority he has to take more decisions, therefore span of management should be reduced.



FIXATION OF RESPONSIBILITY

In case the responsibility of the subordinate is clearly defined he need not to contact the supervisor again and again for getting guidance and instruction. Then the supervise can supervise large number of subordinates and vice versa.



TRUST ON SUBORDINATES

- If the superior has good faith, trust and confidence in his subordinates then the span of control can be wider.
- If the superior has no faith, trust and confidence in his subordinates then the span of control can be narrower.



CAPACITY OF SUBORDINATES

If the subordinates have enough talent to perform the work assigned to them, the manager or the supervisor can control more number of subordinates and vice versa.



TECHNIQUE OF COMMUNICATION

If face-to-face communication is used, then the span of control will be narrow. However, if electronic devices are used for communication then the span of control will be wide.



TYPES OF SPAN OF MANAGEMENT

WIDE SPAN OF MANAGEMENT

 This means a single manager or supervisor is managing <u>Large numbers of subordinates</u>.
For example 7 -8 numbers of subordinates.

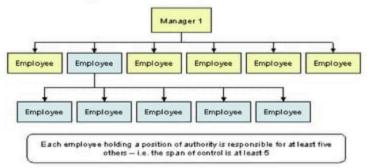
NARROW SPAN OF MANAGEMENT

 This means a single manager or supervisor is managing <u>Few number of subordinates</u>.
For example 2-3 number of subordinates.

WIDE SPAN OF MANAGEMENT

OTHER NAME :- FLAT ORGANISATIONAL STRUCTURE

Example of a Wide Span of Control



WIDE SPAN OF MANAGEMENT

MERITS

- ECONOMICAL
- DIRECT CONTACT WITH SUBORDINATES
- OPPORTNITIES FOR SUBORDINATES DEVELOPMENT

DEMERITS

- REDUCES QUALITY OF PERFORMANCE
- HIGHLY QUALIFIED AND WELL EXPERIENCED STAFF IS NEEDED
- ZEAL AND INITIATIVE OF THE WORKERS IS KILLED

NARROW SPAN OF MANAGEMENT

OTHER NAME :- TALL ORGANISATIONAL STROCTORE

Example of a Narrow Span of Control



Each employee holding a position of authority is responsible for at least two others — i.e. the span of control is at least 2

NARROW SPAN OF MANAGEMENT

MERITS

- OFFERS TIGHT CONTROL AND SUPERVISION
- PERSONAL CONTACT BETWEEN MANAGERS
- MANAGERIAL EFFECINCY IS INCREASED

DEMERITS

- CREATES MORE LEVELS OF MANAGEMENT WHICH IS EXPENSIVE AS WELL AS TIME CONSUMING
- CREATES COMPLEXITY IN COMMUNICATION
- LEADS TO EXCESSIVE ADMINISTRATIVE AND OVERHEAD COST

