

# Economics and Management Sciences Grade 8

## Summary

### **Topic 13 Levels and functions of management**

#### **Unit 1 Different management levels**

##### **What is management?**

- Process during which people or things are handled, controlled and guided.
- an act during which people's cooperation is obtained to achieve a particular goal through the efficient use of the available resources.

##### **A manager?**

- A manager is someone who works with the people in an organisation, guides them and exercises control over them.
- It is the responsibility of the manager to make sure that the work is done correctly so that the goals of the organization can be achieved.
- A manager is the person who runs the business or organization, or the person in charge of a division or one of the teams in an organization.
- If you work together in a group and you are chosen as the group leader, you become the "manager" of the group.
- In a small business, the owner can also be the manager.
- In a large business, there are numerous managers, each of whom is responsible for managing different departments.
- As a group leader, your decisions will not be as important as those of your teacher.
- The same is true in the case of an organization in which not all the managers have the same responsibility to make important decisions.
- Managers are usually classified according to the different levels in a business.
- The level at which a manager operates will depend on the contribution his responsibilities and decisions make to the overall success of the business.

##### **The different management levels**

###### **Top level management.**

- Bears the greatest responsibility to make sure that the organization is successful and achieves its goals.
- The goal of most businesses is not only to make a profit, but also to ensure that the owner gets a good return on the money invested in the business.
- Managers in top management positions must decide what goals the business wants to achieve.
- There are usually very few top managers in an organization.

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