

TOPIC 4:MANAGING PEOPLE

Key Terms

1. Organisation structure
This is the layout of the different levels of responsibilities and authority in an organization
2. Span of control
This refers to the number of employees directly under the control of a manager.
3. Delegation
This is a process of assigning power and authority to the lower level staff by the manager.
4. Chain of command
This refer to the manner in which decision making flows from the senior management to the lower level staff.

Types of organizational Structure

1. Tall/vertical structure
2. Flat/horizontal structure
3. Centralized structure
4. Decentralized structure
5. The matrix structure

1. Tall/vertical structure

This is a structure in which there are many managers with smaller span of control. i.e, the structure tends to have many levels of management.

Diagram tall structure



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Table of Contents Ial Edexcel 2january Business Studies Pastpaper

1. Understanding the eBook Ial Edexcel 2january Business Studies Pastpaper
 - The Rise of Digital Reading Ial Edexcel 2january Business Studies Pastpaper
 - Advantages of eBooks Over Traditional Books
2. Identifying Ial Edexcel 2january Business Studies Pastpaper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ial Edexcel 2january Business Studies Pastpaper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ial Edexcel 2january Business Studies Pastpaper
 - Personalized Recommendations
 - Ial Edexcel 2january Business Studies Pastpaper User Reviews and Ratings
 - Ial Edexcel 2january Business Studies Pastpaper and Bestseller Lists
5. Accessing Ial Edexcel 2january Business Studies Pastpaper Free and Paid eBooks

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 - Ial Edexcel 2january Business Studies Pastpaper eBook Subscription Services
 - Ial Edexcel 2january Business Studies Pastpaper Budget-Friendly Options
6. Navigating Ial Edexcel 2january Business Studies Pastpaper eBook Formats
- ePub, PDF, MOBI, and More
 - Ial Edexcel 2january Business Studies Pastpaper Compatibility with Devices
 - Ial Edexcel 2january Business Studies Pastpaper Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Ial Edexcel 2january Business Studies Pastpaper
 - Highlighting and Note-Taking Ial Edexcel 2january Business Studies Pastpaper
 - Interactive Elements Ial Edexcel 2january Business Studies Pastpaper
8. Staying Engaged with Ial Edexcel 2january Business Studies Pastpaper
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ial Edexcel 2january Business Studies Pastpaper
9. Balancing eBooks and Physical Books Ial Edexcel 2january Business Studies Pastpaper
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ial Edexcel 2january Business Studies Pastpaper
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ial Edexcel 2january Business Studies Pastpaper
- Setting Reading Goals Ial Edexcel 2january Business Studies Pastpaper
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ial Edexcel 2january Business Studies Pastpaper
- Fact-Checking eBook Content of Ial Edexcel 2january Business Studies Pastpaper
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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