#### 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

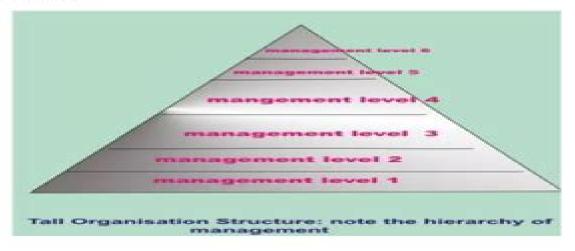
This refer to the manner in which decision making flows from the senior management to the lower level staff.

#### Types of organizational Structure

- Tall/vertical structure
- 2. Flat/horizontal structure
- Centralized structure
- 4. Decentralized structure
- 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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**Jin-Ying Zhang** 

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