

# Level of Management

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# Introduction

- Management/Industrial Management has got the following activity level:
  - Top Management
  - Upper Middle Management
  - Middle Management
  - Lower Management
  - Operating Force.

# Top Management

- Top management includes:
  - Board of Directors.
  - Managing Director
  - Chief Executives
  - General Managers.
  - Owners
  - Share holders/Financiers.
- Top Management Functions are:
  - Setting basic goals and objectives.
  - Expanding on contracting activities.
  - Establishing policies
  - Monitoring performance
  - Designing/Redesigning organisation system
  - shouldering financial responsibilities.

# Upper Middle level Management

- Upper middle level Management includes:
  - Sales Executive (Managers)
  - Production Executive .
  - Finance executive.
  - Account Executive.
  - R&D executives.
- Upper Middle Management Functions are:
  - Establishment of the organisation.
  - Selection of staff for lower levels of management.
  - Installing different departments.
  - Designing operating policies and routine.
  - Assigning duties to their subordinates.

# Middle Management

- Middle Management includes
  - Superintendents
  - Branch Manager
  - General Foreman
- Middle Management Functions are
  - To cooperate to run organisation smoothly.
  - To understand interlocking of department in major policies.
  - To achieve coordination between different parts of the organisation.
  - To conduct training for employee development.
  - To build an efficient company team spirit.

# Lower Management

- Lower Management includes:
  - Foreman
  - Supervisor
  - Office superintendent
  - Inspectors.
- Lower management functions are:
  - Direct supervision of workers and their work.
  - Developing and improving work method and operation.
  - Inspection function.
  - Imparting instruction to workers.
  - To give finishing touch to the plans and policies of top management.
  - To act as a link between top management and the operating force.
  - To communicate the feeling of workers to the top management.

# Operating force

- Operating force includes:
  - Workers
    - Rank workers
    - File workers
    - Skilled workers
    - Semi-skilled workers
    - Unskilled workers
- Operating force functions are
  - To do work on machine or manually, using tools,etc.
  - To work independently (in case of skilled workers) or under the guidance of supervisor.