

# MANAGEMENT 301- EXAM 1 Study Guide 2014

## Chapter 1: What is Management

### Traditional Pyramid vs. Inverted Pyramid

Traditional Pyramid	Inverted Pyramid
CEO -> Reports to Board of Directors (for profit) or Trustees (non profit)	Customers/ Clients
Senior Managers	Operating Workers
Middle Managers	Team Leaders/Middle Managers
Front-Line Managers	Top Managers
Non Managerial Workers	CEO (Board of Directors/Board of Trustees)

**Inverted Pyramid:** Customers are on top with higher level managers supporting the employees who serve those customers

**Manager:** Person who supports and who is responsible for the work of others

#### Skills of a leader:

Develops  
Long range view  
Challenges status quo  
Innovates

Dudes  
Love  
Chipotle  
In PSU

Develops  
Long-range view  
Challenges Status Quo  
Innovates

#### Skills of a manager:

Maintains  
Relies on control  
Structure focus  
Short-range view

Men  
Rail  
Slutty  
Sloots

Maintains  
Relies of control  
Structure focus  
Short term view

#### Skills of a manager according to Robert Katz:

Conceptual skill  
Human Skill  
Technical Skill

T.  
H.  
C.

Technical Skill  
Human Skill  
Conceptual Skill

#### Career Issues for Managers: Leadership Competencies

-Globalization- Worldwide interdependence of resources; involves markets and business competition; the work world is being changed by recession, etc.

-job migration- global outsourcing: moving jobs to another country

# Study Guide For Management

**Jill Austin**



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