

# Chapter 7 Business Management

## Section 7.1 Management Functions

### Section Summary with Key Terms and Academic Vocabulary

**Management Functions** Management includes the processes or functions of planning, organizing, leading, and controlling. Most managers carry out all four of the functions. However, some spend more time on some of the functions than others. There are generally three levels of management: top-level, middle, and operational. Top level managers usually spend more time on planning than operational managers. Middle managers spend more time organizing. They also lead and control the work of others. Operational managers generally spend more time on leading and controlling than do top-level managers.

#### Key Terms \_\_\_\_\_

**management** The process of achieving company goals by planning, organizing, directing, controlling, and evaluating the effective use of resources

**planning** The act or process of creating goals and objectives as well as the strategies to meet those goals and objectives

**organizing** Getting resources arranged in an orderly and functional way to accomplish goals and objectives

**organizational chart** A chart that shows how the firm is structured and who is in charge of whom

**top-level managers** Managers who are responsible for setting goals and planning for the future as well as leading and controlling the work of others

**middle managers** Managers who carry out the decisions of top management

**operational managers** Managers who are responsible for the daily operations of a business

**leading** Providing direction and vision

**controlling** Keeping the company on track and making sure goals are met

#### Academic Vocabulary \_\_\_\_\_

**focus** To concentrate attention or effort

**goal** The end toward which effort is directed

**team** A number of persons associated together in work or an activity

**enforce** To carry out effectively