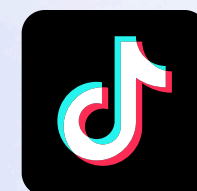


A diagram illustrating an organizational structure using wooden blocks. At the top, a single block is connected by a vertical line to a horizontal line. This horizontal line connects to two blocks. Below these two blocks, another horizontal line connects to three blocks. This pattern repeats, with the next level having four blocks and the bottom-most level having five blocks. The blocks are light-colored wood with rounded tops.

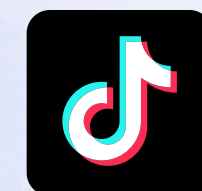
4.1 Organisational Structure

Flash Cards



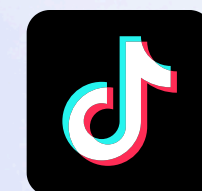
A diagram of an organizational structure constructed from light-colored wooden blocks. At the top is a single block. Below it, a horizontal line connects two blocks. Below that, a horizontal line connects three blocks. At the bottom, a horizontal line connects three blocks. The blocks are arranged in a hierarchical, pyramid-like shape.

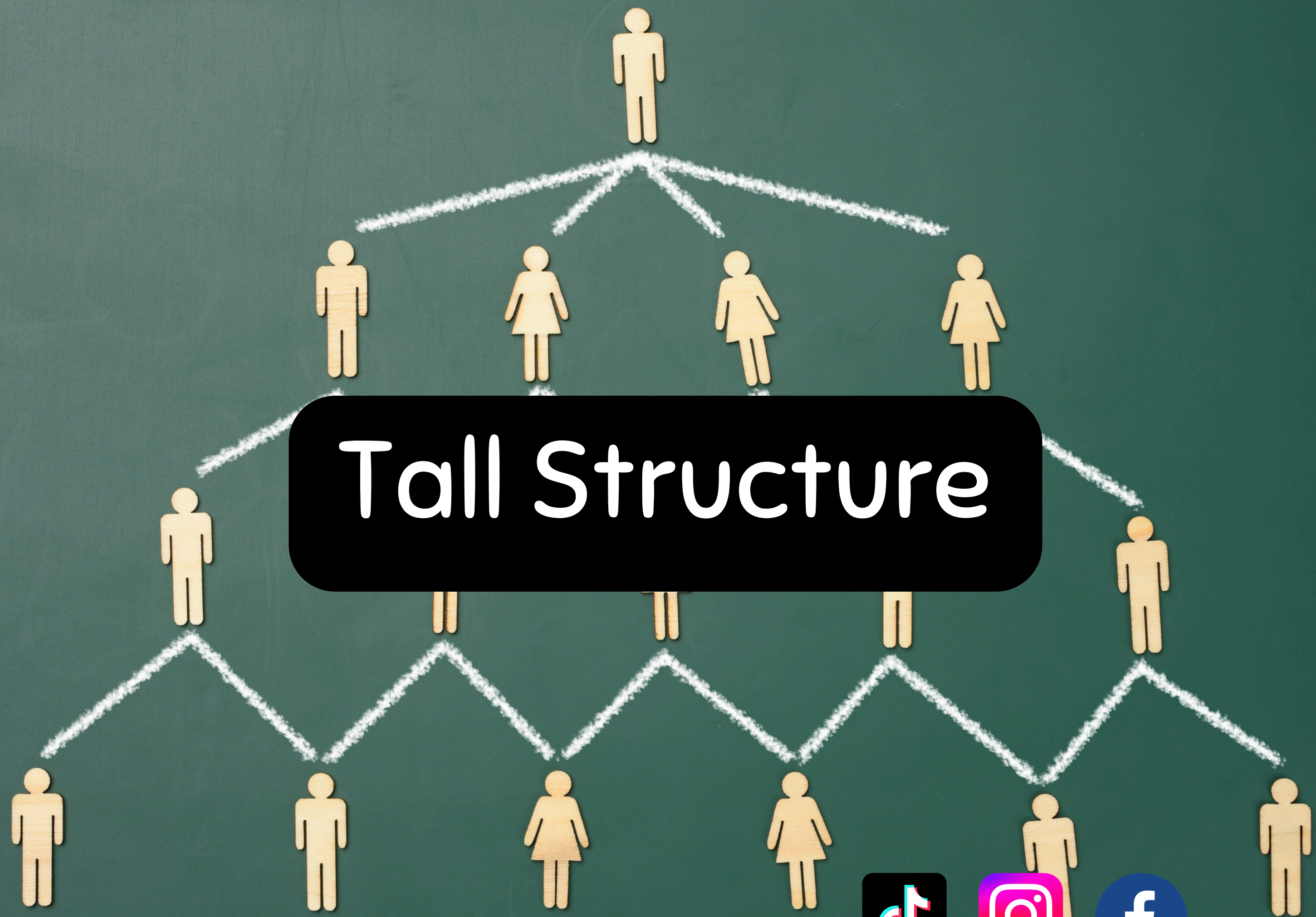
Organisational Structures



Organisational Structures

These are simply ways a business organises its staff. There are two main structures, tall or flat.





Tall Structure

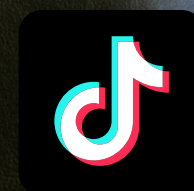


Tall Structure

This is a structure which has four or more layers of management. There are long lines of communication but clear lines of promotion and a narrow span of control.

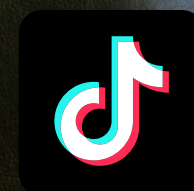


Flat Structure

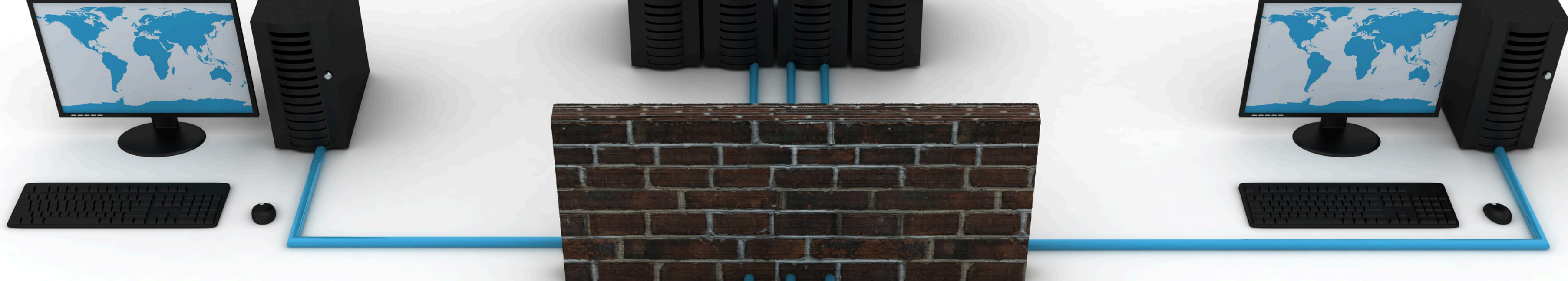


Flat Structure

This is a structure with less than four layers. This structure has easy communication but little opportunities for promotion.



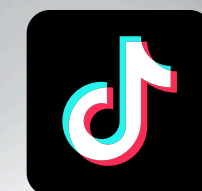
Centralisation



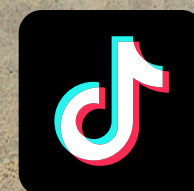


Centralisation

This is a feature of a structure, where all decisions are made in a central place, such as head office. All elements of the business are consistent, this is commonly used in large business.

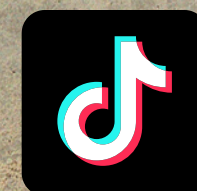


Decentralisation



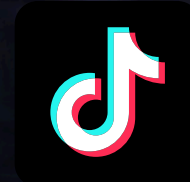
Decentralisation

This is a feature of a structure, where decision can be made individually by managers. This helps meet local requirements but can impact the brand image.



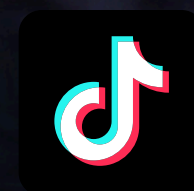


Span of control



Span of control

The number of subordinates (employees) that report directly to the manager. Narrow span of control means, manager is only responsible for a few employees. A wide span of control means manager is responsible for many employees.



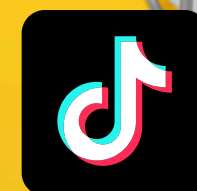


Chain of command



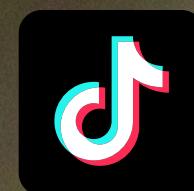
Chain of command

This is the route by which instructions and communication flows.



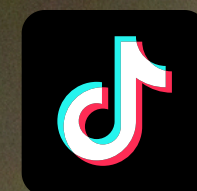
The image features a dark grey background with several stacks of light-colored wooden blocks. A central black rounded rectangle contains the word "Delegation" in white. White chalk-like lines radiate from the top corners of this rectangle towards the stacks of blocks. The stacks consist of two, one, and two blocks respectively, arranged around the central text.

Delegation

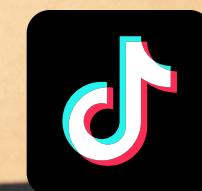


Delegation

This is when a manager passes authority and responsibility for a specific task to an employee. This helps reduce managers workload, motivates employee and improves efficiency.



Delayering



Delayering

Delayering is when a business removes one or more levels of management from its organisational structure. This reduces costs and improves the flow of communication but can demotivate employees.

