4.02 Understand Business Management Activities and Careers

Name: Date: Period:

1. Business Management
	1.
	2. The overall job of a **manager** is to ….
2. Levels of Business Management (Managers)
	1. Top-Level Managers
	2. Middle-level managers
	3. First-line Managers or Supervisory Managers
3. Top-Level Manager:
	1.
	2.
	3. Examples
		1.
		2.
		3.
	4. Top level managers usually consist of …
4. Middle-level Managers
	1.
	2. They are responsible for …
	3. Examples:
		1.
		2.
5. First- line managers
	1.
	2. Examples
		1.
		2.
		3.
		4.
6. Four Functions of Managers
	1. Planning
		1. Setting company goals
		2. Deciding…..
		3. Deciding…
		4. Deciding
	2. Organizing
		1. Assigning managers different tasks
		2. Coordinating Activities
		3. Knowing what other managers are doing
	3. Leading
		1.
		2. Setting standards
		3. Communicating company goals to employees
		4. Providing guidance
		5. Resolving …
	4. Controlling
		1.
		2.