

Middle Managers: *Regional Manager, Area Manager, District Manager, Store Manager*; responsible for setting objectives consistent with top management's goals and for planning and implementing subunit strategies for achieving those objectives – those also manage the work of first-line managers.

- Plan and allocate resources to meet the objectives they have set in line with accomplishing top management goals.
- Coordinate and link groups, departments, and divisions
- Monitor subunits
- Manage individual managers
- Implement the changes and strategies of top management

First-Line Managers: *Shift Supervisor, Office Manager, Department Manager*; responsible for managing the work of nonmanagerial employees, who produce the organization's products and service the organization's customers.

- Train nonmanagerial employees in technical/job duties
- Create detailed schedules and operating plans based off middle management objectives

Not all organizations get work done in a hierarchical way – through management levels (vertical) some organizations take a horizontal arrangement by getting work done through every changing heads of employees who move from one project to next as work demands arise – where there is no manager in the traditional sense though someone on the team takes on this orientation they may not consistently hold the title as manager -they may only act as a manager on a specific project because they have the most skills and experience to lead in that specific project.

Where Do Managers Work?

Managers work in organizations.

Organization: is any arrangement of people brought together to accomplish some specific purpose: schools, libraries, fraternities, grocery stores, etc.

An organization is composed of three parts:

1. **Purpose:** the organizations reason for existing which is expressed in the goals it hopes to accomplish.
2. **People:** members of the organization that complete assigned individual tasks to contribute to accomplishing organizational goals.
3. **Structure:** the arrangement of the organization – the map that tells how work will be accomplished in the organization.

What Do Managers Do?

Management: is acting in the ways of a manager – creating, coordinating, and overseeing the work of employees to ensure that work is done efficiently and effectively.

- **Efficiency:** is getting the most output (products and services) from the least amount of inputs (resources: people, equipment, money, materials, time, etc.) – *low resource usage.*