



Business Studies

Summary sheet #3

Grade 8

The role of management

❖ **The role and functions of management:**

- 1- **Planning**: which means setting aims and targets
- 2- **Organizing**: organize people and resources very carefully.
- 3- **Coordinating**: make sure that all departments work together to achieve the plans.
- 4- **Commanding**: instructions and commands must be provided to make sure that the tasks are done.
- 5- **Controlling**: try to measure and evaluate the work of all workers to make sure that they are on target.

❖ **It's important to have good managers but not all managers are leaders.**

❖ **Leadership is to inspire and get the best out of the workforce.**

❖ **Styles of leadership:**

- 1- **Autocratic leadership**
- 2- **Democratic leadership**
- 3- **Laissez-faire leadership**

Leadership styles	Definition	Advantage	Disadvantage
Autocratic leadership	A leadership style where the leader makes all decisions	Quick decision making	No opportunity for employee input in making decision which could be demotivating
Democratic leadership	A leadership style where employees take part in decision making	Better decision as new ideas	Rising up of mistakes
Laissez-faire leadership	A leadership style where most of the decisions are left to the employee	Encourage employees to show creativity and responsibility	Unlikely to be appropriate for customer service

THE END