

Business Studies- Revision Notes

People in Business

Managing Organisational Structures

Business Structures

hierarchy: A system of levels in a business where each level has responsibility for and authority over the levels below

•Flat Structure:

- Lots of levels
- Narrow spans of control (few people to control)
- Messages take a long time to get from one end to another

•Tall Structure:

- Wide spans of control (more people to control)
- People are given more responsibility
- Less downward communication
- Employees can get frustrated with structure

span of control: The number of people who report directly to a manager

• narrow span of control = few people to look after = MORE control and structure

• wide span of control = lots of subordinates to look after

Advantages and Disadvantages of a narrow span of control:

Advantages	Disadvantages
• Allows clear responsibility and organisation	• More time, money, staff, even equipment
• Easy, frequent communication	• Limits of communication will be reached
• May lead to more promotion opportunities	• Restricted scope for promotion

Delegation

• This is the passing of authority down the hierarchy of a business

Benefits of delegation:

- Can motivate staff
- Allows it easier to the future by identify staff with the qualities needed for promotion
- Releases the boss the opportunity to spend time planning and thinking, rather than doing

Aqa Buss2 Revision Guide

Malcolm Surridge



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