

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## **MODULE 15**

### **Diagram the organizational structure of your company.**

#### **Objectives:**

**A. Diagram the organizational chart for your place of business.**

**B. Determine the importance of organization in business.**

<b>MODULE 15: INFORMATION SHEET</b>
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***TO THE STUDENT:** Read and study the following information sheet and complete the student activities at the end of this module.*

#### **Organization for success**

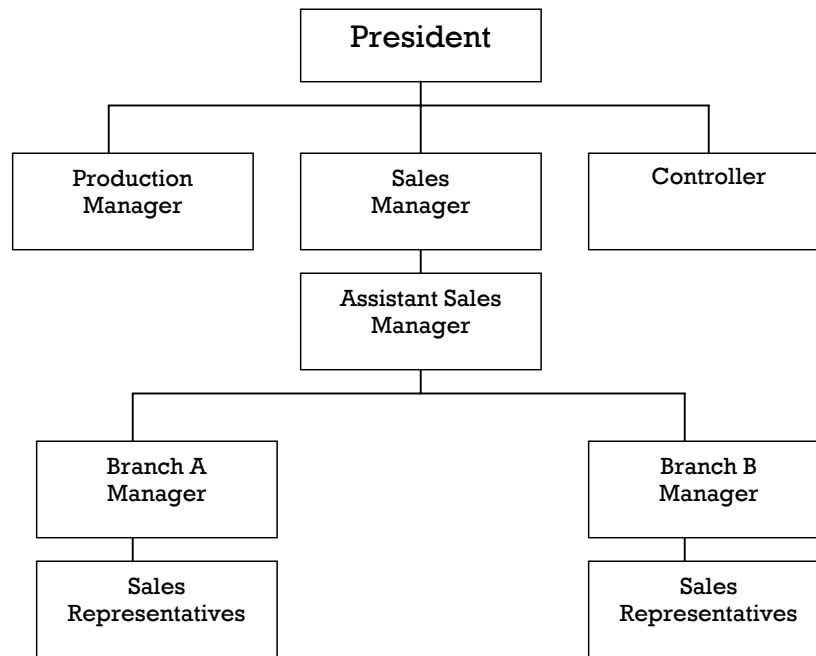
In order for a business to be successful, it is important that it be organized to best carry out the plans for the business.

Arranging resources and relationships between departments and employees and defining the responsibility of each is organizing. Usually the business will develop an organizational chart showing the structure of the organization and the relationship among workers and divisions of work. Organizational charts will differ according to the kind of business.

The importance of the organizational chart is to:

1. Indicate each employee's area of responsibility and to whom each reports.
2. Coordinate the division of work and to make those divisions clear.
3. Show the types of work done by the business.
4. Indicate line of promotion.

By understanding the organizational chart, you should have some idea of how you fit into the company and what types of jobs are available.

**Sample Organizational Chart:****Characteristics of Good Organization:**

1. Responsibility and Authority - Each employee should know exactly the tasks assigned to them. Authority is the right to make decisions; it is delegated from the top of the organization down through the lowest levels.
2. Accountability - Who is each individual responsible to? Who will hold them accountable for their assigned tasks?
3. Unity of Command - No employee should have more than one supervisor. Confusion occurs when an employee has more than one supervisor assigning them tasks. They may have trouble deciding which task has priority or which way to do a certain task if two people have different ways of getting the job done.
4. Span of Control - How many employees are under one person? The manager who supervises too many people is overworked and unable to work effectively; however, if they have too few, the business may be wasting valuable time.

**Types of Organization Structures:**

1. Line Organization - It is most often used by small businesses or businesses that are very specialized. All authority and responsibility can be traced up from the lowest administrative unit to the president. The president has direct control over all units of business, but authority and responsibility are passed along from one person to another.
2. Line-and-Staff Organization - It is used by most large businesses. It adds staff specialist to a line organization. When a business grows, the work increases in amount and complexity. Staff specialist may be added to the line of organization to give advice and assistance to line personnel. Staff personnel have no authority over line personnel. They cannot assign any specific tasks.

**MODULE 15: STUDENT ACTIVITIES**

***TO THE STUDENT:** Read and study the information sheet above and complete the following questions to show your understanding.*

**Answer the following questions:**

1. List four purposes of an organizational chart.
  - a.
  - b.
  - c.
  - d.
2. Describe why it is important for an employee to report to only one supervisor.
3. In many businesses today an employee may have two supervisors. If you had two supervisors, with each supervisor asking you to perform a different task and both wanting them completed by the end of the day, describe how you would handle this situation (in a complete paragraph).

4. Describe what authority, if any, you have at your place of business.
5. Draw the organizational chart for your place of employment. (Use additional sheets as necessary.)
6. In small groups discuss the differences among the various organizational charts that your classmates drew. (How are they different, why are they different, etc.). Share your conclusions with the rest of the class.

**MODULE 15: STANDARDS ADDRESSED IN THIS MODULE****Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.5.11. Quality of Writing**

- A. Write with a sharp, distinct focus.
- Identify topic, task and audience.
  - Establish and maintain a single point of view.
- F. Edit writing using the conventions of language.
- Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).

**1.6.11 Speaking and Listening**

- A. Listen to others.
- Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- C. Speak using skills appropriate to formal speech situations.
- Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.