

# [Administrative matrix](https://assignbuster.com/administrative-matrix/)

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Associate Level Material Appendix C: Administrative Matrix Instructions: Complete the Administrative Matrix located below. You are expected to identify and explain the functions and roles of management. This information is based on the four functions of management. By providing an example, you demonstrate an understanding of each management function. | | | | Function | Role of Management | Example | | Leading | This includes interpersonal roles, subordinates within the | A manager has theresponsibilityto lead by example within the | | | organization, and persons external to the organization. Three | organization.

It is important to model the behavior subordinates| | | interpersonal roles include figurehead, leader, and liaison | are expected to fulfill | | Top managers | Individuals who are responsible for making | In my company these are 7s they make sure that all policies are | | | decisions about the direction of the | signed by staff and that everyone knows what is going on in the | | | organization and establishing policies that | company. They are rarely ever seen unless a situation needs | | | affect all organizational members. addressing and they are normally the voice of the HR department | | Middle Managers | Individuals who are typically responsible for | In my company these are called 6s they usually are in an office | | | translatinggoalsset by top managers into | setting and do not have to take care of the individuals, but | | | specific details that lower-level managers will | they do make schedules, make sure everyone shows up for work and| | | see get done. also make sure that when overtime is available everyone works | | | | accordingly | | First line managers | Supervisors responsible for directing the day-today | In my company these are established by numbers they would be a 5| | | activities of nonmanagerial employees | someone who works directly with us doing the same work, but also| | | | overseeing what we do and doing all the daily paperwork to make | | | | sure we do what is best for our individuals |