

## Homework Task – Organisational Structures

NAME: [REDACTED]

FORM: [REDACTED]

Watch the video on you tube and complete the questions below:

[https://www.youtube.com/watch?v=Oghoia9\\_BOY](https://www.youtube.com/watch?v=Oghoia9_BOY)

**1. What is an organisational structure?**

An organisational structure is how your business is laid out based on job roles and responsibility. It shows who reports to who in a business, and the layers of hierarchy within a business

**2. Explain 'Hierarchy' using examples from an organisational chart to support your answer**

Hierarchy is the different levels of responsibility in the business, and the different levels of power. For example, in a school, the headteacher is in charge of the heads of department, who are in charge of teachers in the department. In this case, the headteacher is the highest in the hierarchy of the school.

**3. Explain the following key terms related to organisational charts:**

span of control	The amount of people someone is responsible for. If someone is responsible for lots of people, they have a big span of control
delegation	The giving of responsibility to other people, usually lower in the hierarchy. This often motivates workers.
delayering	Taking away layers in an organisational structure.
job role	What your job is in a business e.g. English teacher in a school.

Lines of communication	Who you can directly report to / communicate to in a business e.g. teachers can speak to the head of department's directly, but cannot speak to the headteacher directly.
subordinate	The people below you in a business e.g. teachers are the subordinates of the heads of department
authority	The power you have over someone or some people e.g. if you are a head of department, you have authority over the teachers within the department.
accountability	The fact that you are accountable / responsible to people above you in a hierarchy e.g. teachers are accountable to the head of department.
chain of command	The order of who can be authoritative of who in the business e.g. teachers cannot tell the heads of department what to do, but heads of department can tell teachers what to do.

**4. The video gives you a school example of a business function, can you give a business example for this?**

A business in the car industry would need an organisational structure because there would be similar job roles, such as engineers, supervisors, managers ect.

**5. What is the difference between a centralised and decentralis structure?**

A centralised structure is where decisions are made by Head Office, however a decentralised structure is where decisions can be made by the managers of the different branches.

**6. Complete the table below:**

Type	Advantages	Disadvantages
<b>Tall</b>	<ul style="list-style-type: none"> <li>- Lines of communication and responsibilities are clear</li> <li>- Smaller span of control</li> <li>- Lots of opportunities for promotion which motivates workers.</li> </ul>	<ul style="list-style-type: none"> <li>- Harder to get ideas to the people at the top as there is a higher chance of miscommunication</li> <li>- Workers may feel less motivated and not do enough work as there isn't that many responsibilities</li> </ul>
<b>Flat</b>	<ul style="list-style-type: none"> <li>- Communication from the top to the bottom is easier and quicker</li> <li>- Less mistakes will occur in communication</li> <li>- Ideas from all layers can be shared as it is likely that everyone knows each other</li> <li>- Managers have a wider span of control, meaning more delegation, perhaps meaning more motivation</li> </ul>	<ul style="list-style-type: none"> <li>- Workers may feel stressed as there are more people to manage</li> <li>- There could be too little layers and it would be harder to add layers.</li> </ul>