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## **Features of Management System**

In our time “management” has become a frequent word in business area. It’s a wide notion, but in general, management means organizing and coordinating a group of people for directing them towards accomplishing a goal.

One of the most important functions, that management implements, is planning. At this stage manager sets objectives and then thinks of strategies for achieving them. Next stage of management is commanding. The manager hands out the tasks to employees and has the right to supervise whether they are carried out. The final stage is coordinating, i.e. bringing together the results of collective work.

There are three basic styles of management. Directing style is used to tell people what to do, how to do it and when to have it completed. Managers assign roles and responsibilities, set standards and deadline expectations. Managers provide detailed instructions so employees know exactly what to do.

Discussing style is for debating relevant business issues. People present ideas, ask questions, listen, provide feedback, challenge certain assumptions and coach as needed. Managers often perform the role of facilitator, making sure the discussion stays on track and everyone has a chance to contribute.

Delegating style is used for explaining or getting agreement on what has to be accomplished and when it must be completed. The how to do it part of the equation is left up to the employee. Responsibility and authority are given to employees to get job done.

Most international companies have a three-leveled management system.

First-level managers are responsible for daily management (office manager, shift supervisor, department manager, foreperson, crew leader, store manager).

Middle-level managers (the branch and department managers) devote more time to organizational and directional functions. In small organization, there is only one layer of middle level management but in big enterprises, there may be senior and junior middle level management.

Top-level management consists of board of directors, chief executives or managing directors. It is the ultimate source of authority that deals with setting objectives, managing policy of enterprises, coordinating functions etc.

The number of levels in management increases when the size of the business and work force increases and vice versa.