

Business Studies: Unit 2 Exam Practice; Revision Notes

Business Structures

- **Hierarchy:** A series of levels in a business where each level has responsibility for and authority over the levels below.
- **Tall Structure:** Lots of levels. Narrow spans of control. Messages take a long time to get from one end to the other. A lot of paperwork.
- **Flat Structure:** Few levels. Wide spans of control. People given more responsibility and freedom. Managers get overwhelmed by amount of people reporting to them
 - **Span of Control:** The number of people who report directly to a manager.

Centralized Structures

- All decisions are made by one person.
- Business leaders tend to have experience, managers get an overview of the whole business, and senior managers understand central budgeting restrictions and can make decisions to save the whole business money.
- Not many people are expert enough in all aspects of the business, can be de-motivating for other employees, decisions can take a long time.

Decentralized Structures

- Shares out authority to more junior employees (delegation) and is usually used in national and multinational organisations.
- Motivates employees, they can use expert knowledge of their own sector, decisions made more quickly.
- Subordinates may not have enough experience to make decisions, inconsistencies may develop between sectors, junior employees may not be able to see the overall situation.

Delaying

- When a business removes a layer of its hierarchy (usually from somewhere in the middle).
- Helps lower costs.
- Flatter structure; broader spans of control.
- Gives junior employees enhanced roles with more responsibility.

Measuring Workforce Effectiveness

Human Resource Management

- Ensure the business has the right number of employees and that they're of the right quality in terms of qualifications and skills
- Plans how to recruit staff
- Strategies can be short-term (seasonal employees) or long term
- How to terminate staff
- Performance management system: Labour productivity, absenteeism, labour turnover.

Labour Productivity

- $$\text{Labour productivity} = \frac{\text{Output per period}}{\text{Number of employees}}$$
- The higher the labour productivity, the better the workforce is performing
- As labour productivity increases, labour costs per unit fall
- Can be improved by improving worker motivation and also by training employees.

Consequences of Increasing Productivity

- Paying workers a piece rate encourages staff to produce more, therefore managers should take care that quality doesn't suffer in the process.
- Means redundancies and job losses unless sales increase.
- Must balance productivity with things like long-term worker motivation.

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