

## SCRIPT

**Subject: Management**

### **Chapter 1: INTRODUCTION TO MANAGEMENT**

#### **Topic 1.3: Levels and Skills of Managers**

Slide	Nội dung
2	<p>Hello everyone,</p> <p>Today, we will explore the final topic of Chapter 1, which focuses on <b>the levels and skills of managers</b>. By the end of this study session, you should be able to use English to:</p> <ul style="list-style-type: none"><li>➤ <b>Differentiate</b> between the three levels of management.</li><li>➤ <b>Explain</b> the three distinct types of managerial skills.</li></ul> <p>Let's embark on this insightful journey and enhance our understanding of these crucial managerial concepts.</p>
3	<p>To execute the four managerial tasks with efficiency and effectiveness, it is crucial to understand the hierarchical structure of management within an organization. This structure comprises three levels: <i>first-line, middle, and top managers</i>.</p>
4	<p>Firstly, <b>first-line managers</b> are often called supervisors, office managers, shift managers, or team leaders. <i>They are responsible for overseeing day-to-day operations and directly supervising employees. They play a crucial role in ensuring that tasks are carried out efficiently and that employees have the necessary resources to fulfil their responsibilities.</i></p> <p>For example, in a retail store, a first-line manager could be a floor supervisor. Their primary responsibility is to oversee the store's day-to-day operations and directly supervise the employees working on the sales floor. They ensure that tasks such as restocking shelves, assisting customers, and maintaining the cleanliness of the store are carried out efficiently. They oversee scheduling,</p>

# Managers Script

**SJ Ball**



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web jan 16 2023 1 scan the cartoon for recognizable symbols or figures when you first look at a political cartoon quickly identify the main visual elements can you recognize any people like politicians or celebrities what kinds of expressions are they making how about any major symbols or places like the capital or a country

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web analyzing a political cartoon can lead to a deeper understanding of the issues addressed by the cartoon as well as the historical context from which the issues arose however it can also raise interesting questions about the point of view of the cartoonist and shed light on the methods different cartoonists use to persuade their audience

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