

OP111

Chapter 1

Levels of administration

Q6: Place a tick ✓ in the table, which you think best describes the skills and duties according to the levels of administration:

Skills/Duties	Top Management	Middle Management	Lower Management	Employees
1. Take short-term decisions.				
2. Aware of external factors.				
3. Task oriented.				
4. Specialized in certain managerial task.				
5. Carry decisions made by lower management.				
6. Make strategic decisions.				
7. Direct supervision of employees.				

Done By: Mrs. Shaikha Sanad AlFudhala