

Checklist

What I need to know-34






Understand,



Not sure, need to check,
revise



Need to

Topic	What I need to know			
Organisation structure	Importance of divisional structures			
	Levels of hierarchy			
	Chain of command			
	Difference between centralised and decentralised			
Motivation theory	Significance of motivation in the workplace			
	Maslow's Hierarchy of Needs			
	Motivation comes from within			
Communication	Impact of insufficient or excessive communication			
	Impact on staff and motivation			
	Barriers to communication			
Remuneration (Pay)	Impact on staff of different payment systems - time, piece rate, commission, full time salary versus freelance or temporary work, fringe benefits			
	Impact on the business of different payment systems			

