

(17) Organizational Design
Creating or changing an organization's structure

(18) Symbolic view?
The view that much of an organization's success or failure is due to external forces outside managers control.

(19) Work specification?
Dividing work activities into into job tasks.

(20) Virtual organization-
A virtual organization is a temporary or permanent collection of geographically

(21) Scientific management-
An approach that involves using the scientific method to find the one best

7) Bounded Rationality?

Decision making that's rational but limited (bounded) by an individual's imposed by a predefined ability to process information.

8) Who is manager?

Someone who coordinates and oversees the work of other people so organizational goals can be accomplished.

9) Diff efficacy & effectiveness?

Efficacy:-

The ability to produce an intended and desired.

Effectiveness:-

Doing the right thing or doing those work activities that will result in achieving goals.

10) What is MBO? (Management by Objectives)?

The process of setting mutually agreed-upon goals and using those goals to evaluate employee.

sustained toward attaining a goal.

Q.16 Define TQM?

Total quality management.

A philosophy of management that is driven by continuous improvement and responsiveness to customer needs and expectation.

Q.17 Define formalization?

How standardized an organization job are and the extent to which employee behavior is guided by rules and procedures.

Q.18 Define Job satisfaction?

An employee's general attitude toward his or her job.

Q.19 Define function of communication?

The function of communication include controlling employee behaviour. Motivating employee, providing a release for employee's feeling and fulfillment of social needs and providing influence.

4) Define distributive and procedural Justice?

Perceived fairness of the amount and allocation of rewards among individuals. Perceived fairness of the process used to determine the distribution of rewards.

5) What Omnipotent view?

The view that managers are directly responsible for an organization's success or failure.

5) Define leadership?

A process of leading a group and influencing that group to achieve its goals.

26) Define departmentalization?

The basis by which jobs are grouped together.

20) Equality Theory?

The theory that an employee compares his or her job's inputs outcomes ratio with that of relevant others and then corrects any inequality.

21) What is ~~managing~~ ^{managing} power?

Power can be define as a manager's ability to influence others. Influence is what managers have when they use power in such a way that it result in some behavioural response ~~to~~ in others.

22) What are human skill of managers?

Which involves the ability to work well with other people both individually and in a group. Because all managers deal with people these skills are equally important at ~~each~~ level of management. Manager with good human skill get the best out of these people.

Management Skill.

∴ Solution :-

Short question & answer.

What is management Skill?

Management skills can be define as certain attributes or ability that ~~are~~ an executive should possess in order to fulfill specific Tasks in an organization.

There are three types of ~~concept~~ management skills. Interpersonal skill, conceptual skill and technical skill.

1) What is Planning?

Ans Management function that involves setting goals establishing strategies for achieving those goals and developing plans to integrate and coordinate work activities.

③ State the types of goals?

Ans There are two types of goals.

① Stated Goal

② Real Goal

Performance.

(11) What is external environment?

Those factors and force outside the organization that affects the performance.

(12) What is Strategic plan?

Plan that apply to the entire organization and established organization overall goals.

(13) What is organic organization & mechanism?

Organic organization? or mechanism
An organization that highly ^{adapts} and flexible.

(14) What is gain of control?

A number of employees a manager can efficiently and effectively manage.

(15) Define Motivation?

Motivation refers to the process by which a person's effort are energized energized directed and

④ What is Team leadership?

Because leadership is increasingly taking place within a team context and more organizations are using work teams, the role of leader in guidance guiding team members has become increasingly important.

OR

Any team member can perform the critical leadership function to assess the current effectiveness of the team.

⑤ What is Bureaucracy?

A form of organization characterized by division of labor, a clearly defined hierarchy, detailed rules and regulations and interpersonal skills.

⑥ Laissez Faire style of leadership?

A leader who lets the group make decisions and complete the work in whatever way it sees fit.