

Chapter 11

(348)

- Organizing
- organizational structure
- organizational chart
- organizational design
- work specialization

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- departmentalization

(351)

- cross functional team
- chain of command
- authority
- line authority
- self authority
- responsibility

(352)

- unity of command

(354)

- Span of control

(355)

- Centralization
- Decentralization
- Employee empowerment

(356)

- formalization

(357)

- Organic organization

(363)

- Task Force (or ad hoc committee)
- open innovation

Chapter 12

(383)

- Labor union
- affirmative action

(385)

- work councils
- board representatives

(387)

- Human resource planning
- Job Analysis
- Job description (position description)
- job specification

(388)

- Recruitment
- Derecruitment

(393)

- realistic job preview (RJP)

(394)

- orientation

(396)

- performance management system

(399)

- skill- based pay
- Variable pay

(400)

- downsizing

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- sexual harassment