

## Edu601 Final Objective Prepare by Mubarak Ali

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1. Strategic plans are only made by **top managers**.
2. **Decision making** the process of selecting one alternative from among a number of alternatives available
3. **Trial and error decisions** is a play-safe method before committing to anything.
4. The long term outcome must be considered in making **quick** decisions
5. **Expert** power is closely related to a climate of trust.
6. **Reward** works for excellent performance through opportunities.
7. **Coercive** power may lead to temporary compliance by subordinates
8. Fredrick Herzberg researched to determine the **effect of attitude on motivation**
9. **Job enlargement** refers to the basic changes in content and responsibilities of jobs as to satisfy higher motivational needs.
10. **Job enrichment** includes not only an increased variety of tasks, but also provides an employee with more responsibility and authority
11. Productivity is low during the **forming** stage of team development.
12. **Monetary rewards** include increase in pay, profit sharing, bonuses, staff discounts, company shares, etc.
13. Jeffrey inspires leaders to seek **power** through evidence-based management
14. Bruner's first stage is **enactive**.
15. **Experimental decisions** involves certainty and assurance of the initial results before a final decision is made
16. The plans that directly support the implementation of strategic plans are called **tactical plans**.
17. **Cognitive biases** the individual's thinking patterns based on his/ her observations and conclusions that may sometimes lead to false assumptions, wrong judgments, and faulty reasoning.

18. **Planning** process of setting goals and courses of action, developing rules and procedures, and forecasting future outcomes.
19. **Goal**: A specific result to be achieved; the end result of a plan.
20. There are **three** levels of plans.
21. In the **processing phase, we** determine alternatives & evaluate for best option.
22. Group decisions are also known as **consensus**.
23. When a bank robber points a gun at a bank employee, his base of power is **coercive**.
24. Manager chooses inappropriate goals to pursue, but make good use of resources to achieve these goals **high efficiency and high effectiveness**.
25. **Job enlargement** increases the variety of tasks a job includes
26. There are **three** types of organizational control.
27. **Managers** need to measure progress, offer feedback and direct their teams to succeed.
28. Regulatory process that directs the activities of an organization to achieve anticipated goals and standards. **Management control**.
29. **Input Standards** measure work efforts that go into a performance task.
30. **Storming** characterized by competition and strained relationships among team members.
31. **Motivation** is the drives within a person that account for the degree, direction and persistence of the effort spent at work
32. **Budgeting** is more of a bargaining game to acquire additional funding and less of a planning tool
33. The group formed by an organization to accomplish narrow range of purposes within a specified time are **formal groups**.
34. The manager's primary tool for determining whether instructions have been understood and accepted is: **feedback**.
35. Of the following, which is a purpose not served by communication in organisations?
  - a. Coordination of actions
  - b. Sharing of information
  - c. Satisfaction of social needs
  - d. **All of the above are purposes served by communication**

36. Mr. Aslam's one-day salary was deducted because of his uninformed leave, as he was already warned about this behavior. It is an example of which method of shaping behaviors? **Punishment**
37. **Informal** groups are voluntarily or spontaneously formed by its members rather than by the organization.
38. In decision making the alternatives are compared to each other against a set **for selecting the most probable and beneficial option.**
39. Members brainstorm and share ideas, talk over the matters, make and then implement the agreed decision in **Consensus or group types of decision** type of decisions.
40. This is **the matrix Structure** organizational structure.
41. As a **science**, decision-making requires knowledge of method, and rule or principle concerning the issue or problem.
42. To see event as inevitable once it occurs is **hindsight** bias.
43. The process of selecting one alternative from among a number of alternatives available is called **decision making.**
44. Authority is centralized in a single person in the structure **simple.**