**MANAGEMENT – HOMEWORK: SESSION 3**

**Fundamentals of Management 10th Edition**

**Stephen P. Robbins, Mary Coulter, David A. DeCenzo – Pearson 2017 (978-0-13-423747-3)**

**Part Three: Organizing**

**Chapter Six: Organizational Structure and Design**

Discuss what is meant by the term organizational design.

Describe each of the six key elements of organizational structure.

What role do you think organizational structure plays in an organization’s efficiency and effectiveness? Explain.

“An organization can have no structure.” Do you agree or disagree with this statement? Explain.

With the availability of information technology that allows employees to work anywhere, anytime, is organizing still an important managerial function? Why or why not?

What can managers and organizations do to help employees who work from home be efficient and effective?

Take the three main concerns – productivity, innovation, and collaboration. From the perspective of management, how do you think flexible arrangements stack up? How about from the employee’s perspective?

Is “face-time” (that is, showing up at work to be seen by your boss and others) critical to one’s career? Discuss.

What is the difference between work specialization and departmentalization?

Explain the relationship of authority and responsibility in relation to the chain of command.

Explain the difference between authority and power.

Identify and describe the five sources or bases of power.

Explain the concept and characteristics of a learning organization.

**Chapter Seven: Managing Human Resources**

Define Human Resource Management (HRM).

How does HRM affect all managers?

Discuss the external environmental factors that most directly affect the HRM process.

Do you think it’s ethical for a prospective employer to delve into an applicant’s life by means of interviews, tests, and background investigations? What if those investigations involved looking at your Facebook page or personal blogs? Explain.

Discuss the advantages and drawbacks of the various recruiting sources.

Explain the issues that arise when an employ selection technique results in reject errors or accept errors.

What are the benefits and drawbacks of realistic job previews? (Consider this question from both the perspective of the organization and the perspective of a potential employee.)

Outline the goals of orientation.

Many managers say that evaluating an employee’s performance is one of their most difficult tasks. Why do you think they feel that way?

What can organizations (and managers) do to make performance appraisal an effective process?

Explain the importance of employee compensation and benefits.

Explain the impact of diversity in the workforce today and its effect on management.

What, in your view, constitutes sexual harassment? Describe how companies can minimize sexual harassment in the workplace.