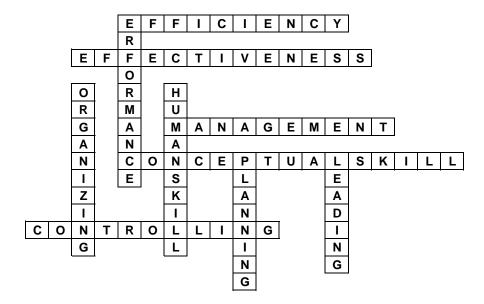
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Chapter 1

- 1. The attainment of organizational goals in an effective and efficient manner through planning, organizing, leading and controlling organizational resource. (10)
- 2. The management function concerned with defining goals for future organizational performance and deciding on the tasks and resources needed to attain them. (8)
- 3. The management function concerned with assigning tasks, grouping tasks into departments, and allocating resources) to departments. (10
- 4. The management function that involves the use of influence to motivate employees to achieve the organization's goals. (7)
- 5. The management function concerned with monitoring employees' activities, keeping the organization on track toward its goals, and making corrections as needed. (11)
- 6. The degree to which the organization achieves a stated goal. (13)
- 7. The use of minimal resources raw materials, money and people to produce a desired volume of output. (10)
- 8. The organization's ability to attain its goals by using resources in an efficient and effective manner. (11)
- 9. The cognitive ability to see the organization as a whole system and the relationships among its parts. (10,5)
- 10. The ability to work with and through other people and to work effectively as a group member. (5,5)