

Unit 3 – Review ***Organizing***

- Review terminology from chapter 7 & 8.
- Review homework questions.
- Differentiate between formal and informal structures.
- Differentiate between functional, divisional and matrix structures.
 - Advantages and disadvantages
- Organizational designs and horizontal structures.
- Different types of job design
 - Simplification
 - Rotation
 - Enlargement
 - Enrichment
- Alternative working schedules
- What is human resource management?
- Current legal issues in Human Resources.
- Steps in HRM
 - Attracting a quality workforce
 - Recruitment
 - Selection techniques
 - Developing a quality workforce
 - Performance appraisals
 - Training and development
 - Orientation
 - Maintaining a quality workforce
 - Compensation

Unit 3 Quiz is Friday April 15, 2016