

Advanced Organizational Management – Chapter 7 Key Words

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|--------------------------|---------------------|------------------------|-------------------|
| 1. Circle | 8. Group | 15. Proximity | 22. Team |
| 2. Cohesiveness | 9. Group dynamics | 16. Quality circle | 23. Teambuilding |
| 3. Command group | 10. Homogeneity | 17. Role | 24. Vertical team |
| 4. Committee | 11. Horizontal team | 18. Self-managing team | 25. Work team |
| 5. Cross-functional team | 12. Informal group | 19. Status | |
| 6. Distinctiveness | 13. Interest group | 20. Synergy | |
| 7. Formal group | 14. Norms | 21. Task force | |

_____ A form of task force or group formed primarily to help organizations deal with problems involving rapid growth or the need for increased organizational flexibility.

_____ A state that exists only when $1+1=2+(\text{more than the sum})$; whole purpose for using team effort.

_____ A temporary formal group created by management to solve a particular problem within a limited time period.

_____ An informal association of people formed because of common concerns or needs.

_____ Any collection of two or more people who share a common goal or purpose, who work together and share an awareness of the common goals and work.

_____ Created by management and charged with carrying out specific tasks to help the organization fulfill its objectives.

_____ Group of employees at different hierarchical levels and their manager who function within the organization's formal chain of command.

_____ Group of employees brought together from the same hierarchical level but representing different areas of expertise.

_____ Group of employees who work together on a day-to-day basis to produce an entire product and carry out various managerial tasks related to their jobs.

_____ Group of people who are brought together from the organization to deal most often with problems that arise on a regular basis.

_____ Group of two or more people who interact and coordinate their work with each other to accomplish a common objective.

_____ Groups that are created by the employees themselves rather than by the organization.

_____ Loosely formed and highly informal collection of individuals.

_____ Physical closeness of people to each other in any particular setting.

_____ Quality or characteristic that sets something apart from other similar items.

- _____ Shared interests, beliefs or opinions among people or groups who disagree about most other subjects.
- _____ Small group of employees meeting on a regular basis within an organization to discuss and develop management issues and procedures.
- _____ Standards of behavior that apply in specific situations. They define the boundaries of acceptable behavior.
- _____ The desire of the members of a group to remain part of the group.
- _____ The interactions within a group that characterize the group.
- _____ The position in which others in a group place each member.
- _____ The processes intentionally undertaken by management to strengthen the members of a work unit so that they work together toward a common goal.
- _____ The sameness of individuals.
- _____ The task each member of a group or team is expected to perform.
- _____ Usually consists of members of different departments from the same hierarchical levels working together to ensure that widespread views are shared and more diversity is included in the decision making and acceptance and implementation processes.