

CHAPTER



Business Organization, Management, and Leadership

Part 1: Content Review

Matching

Write the letter of the correct term for each definition on the line provided.

Terms

- | | |
|----------------|-------------------------|
| A. goal | F. interpersonal skills |
| B. procedure | G. compromise |
| C. staffing | H. teamwork |
| D. controlling | I. negotiation |
| E. management | J. mediation |

- _____ 1. To give up an individual idea, or part of an idea, so that the group can come to a solution.
- _____ 2. Cooperative efforts by individual team members to achieve a goal.
- _____ 3. The process of controlling and making decisions about a business.
- _____ 4. When individuals involved in a conflict come together to discuss a compromise.
- _____ 5. Something to be achieved in a specified period of time.
- _____ 6. The process of recruiting, hiring, training, evaluating, and compensating employees.
- _____ 7. Helps people communicate and work well with each other.
- _____ 8. A continuous process of evaluating the progress in reaching goals and making corrections to plans, when necessary.
- _____ 9. Process in which a neutral person meets with each side of a negotiation in an attempt to find a solution that both sides will accept.
- _____ 10. Describes how tasks should be completed.