

Name: _____

Date: _____



Managing People Matching Exercise

Match the term below with the clue on the right hand side

1. RECRUITMENT The process of attracting applicants for a job vacancy
2. TRAINING The provision of work-related education or skills development
3. CENTRALISATION Where a small number of managers take all the important business decisions
4. CHART Organisational _____. The diagram which shows the management structure of a business
5. ON THE JOB Job-specific training undertaken whilst working
6. BONUS Amount paid to employee based on the achievement of certain targets or objectives
7. DEMOCRATIC Management style that involves listening to or consulting with employees before making a decision
8. MANAGER Employee responsible for controlling specific resources in an organisation
9. TALL An organisational structure with many levels in the hierarchy
10. OVERTIME The amount of time an employee works beyond normal working hours
11. HIERARCHY The levels of management in an organisation
12. COMMISSION Payment to a sales person (or the business itself) for selling goods and services
13. SECURITY Job _____. How confident employees are that they will still have their jobs in the future
14. AUTHORITY The power to control others (as exercised by a manager)
15. EMPLOYEE Someone who works for an organisation in return for a wage or salary
16. FLAT An organisational structure with relatively few levels in the hierarchy
17. DELAYERING The removal of layers of hierarchy from an organisational structure
18. DELEGATION When a manager entrusts a subordinate with a task

19. SPAN OF CONTROL The number of employees who are directly supervised by a manager
20. WAGES A popular method of payment to workers, usually on a weekly basis
21. WORKFORCE Another word for the group of employees who work for an organisation
22. MOTIVATION Feelings that drive someone toward a particular objective
23. OFF THE JOB Training delivered away from the workplace
24. FRINGE Compensation or other benefits received by an employee that are not in the form of cash
25. JOB DESCRIPTION Document which explains what is required of a specific role in a business

FLAT	OFF THE JOB	AUTHORITY
HIERARCHY	OVERTIME	CENTRALISATION
SPAN OF CONTROL	JOB DESCRIPTION	DELEGATION
TRAINING	DELAYERING	EMPLOYEE
MANAGER	DEMOCRATIC	TALL
BONUS	FRINGE	WAGES
MOTIVATION	COMMISSION	ON THE JOB
WORKFORCE	RECRUITMENT	SECURITY
CHART		