iii. Downsizing / Rightsizing: Reducing the number of employees.

iv. Outsourcing: Hiring outside companies to do certain tasks.

v. Wired Organizations: Companies that rely heavily on technology for communication and work:
Telecommunications
Web Conferencing and Webinars (online seminars)
Internet and Email
CCTVs (closed-circuit televisions)
These technologies impact things like privacy, how well groups work together, motivation, company structure (hierarchies), dealing with different time zones, communication, and leadership.

vi.Virtual Offices: Where people work remotely using technology.

vii. Changing Nature of Managing Work: This means dealing with different types of stress and using temporary staff more often.

19. Ethical Behavior:
Ethics: These are a set of moral rules or principles.
Why Ethics Are Important:
i.They meet basic human needs.
ii.Good values build trust with the public.
iii.Values give management credibility with employees.
iv.Values help in making better decisions.
v.Ethics and profits often go hand in hand.
vi.Ethics can protect society better than laws can. vii.An individual's ethical behavior is influenced by cultural influences, organizational influences, and external factors.

20. Managing Ethics:
This involves:
i.Commitment from Top Management.
ii.Having a written Code of Ethics.
iii.An Ethics Committee to oversee ethical issues. iv.Ethics Hotlines for reporting concerns.
v.Ethics training programs for employees. vi.Understanding the connection between Ethics & Law.