1. Common models of OD and change management are: Deficit-based change, in which leaders assume that employees will change if they know they will otherwise face negative consequences. abundance-based change, in which leaders assume that employees will change if they can be inspired to aim for greater degrees of excellence in their work. Top-down change approaches rely on mechanistic assumptions about the nature of an organization. In this approach, a relatively small group of individuals in the organization will design a process and instruct others throughout the organization as to how the process of change should unfold. The bottom-up approach relies on the belief that employees will be more invested in change if they play some role in the process of designing the change. Participatory management, the inclusion of employees in the deliberations about key business decisions, is a common practice that aligns with the emergent approach to change. conventional mindset approach is when leaders assume that most people are inclined to resist change and therefore they need to be managed in a way that encourages them to accept change.

2. An organizational structure is a system for accomplishing and connecting the activities that occur within a work organization. People rely on structures to know what work they should do, how their work supports or relies on other employees, and how these work activities fulfill the purpose of the organization itself.

3. Organizational development (OD) is the label for a field that specializes in change management. OD specialists draw on social science to guide change processes that simultaneously help a business achieve its objectives while generating well-being for employees and sustainable benefits for society. An understanding of OD practices is essential for leaders who want to maximize the potential of their organizations over a long period of time.

4. Bureaucracy, specialization, command-and-control, span of control, centralization, formaliztion