

Management in today's society-1

Business Management Fall 2012

Start Date: August 22, 2012

End Date : September 27, 2012

What do we want students to know and be able to do?

<p>Overview of Unit</p> <p>In this unit students will be learning the basics of management levels, styles and hiring practices.</p>	<p>Essential Learning Targets</p> <ul style="list-style-type: none">Students will define and recall the world of management in today's society.	<p>Critical Vocabulary</p> <p>management, senior management, middle management, supervisory management, role, conceptual skills, human relations skills, technical skills, principle, glass ceiling, professional manager, entrepreneur, small business, monopoly, trust, scientific management, hierarchy of needs, theory x, theory y, theory z, centralization, decentralization, TQM, career, personality, learning style, values, lifestyle, trend, professional association, networking, for-profit business, nonprofit organization, resume, cover letter chronological resume, skills resume</p>
---	---	--

Standards

Career and Technical Standards - CTE Business Education (2010) - Business Law

Law 3 Agency and Employment

Law 3.1 Analyze the role and importance of agency law, and employment law as they relate to the conduct of business in the national and international marketplaces.

Law 5 Property Law

Law 5.1 Explain the legal rules that apply to personal property, [and] real property and intellectual property.

Career and Technical Standards - CTE Business Education (2010) - Management

Mgmt 1 Management Functions

1.1 Analyze the management functions and their implementation and integration within the business environment.

Mgmt 3 Business Organization

3.1 Analyze the organization of a business.

Mgmt 2 Management Theories

2.1 Analyze management theories and their application within the business environment.

Mgmt 4 Personal Management Skills

4.1 Develop personal management skills to function effectively and efficiently in a business environment.

Mgmt 5 Ethics And Social Responsibility

5.1 Examine the role of ethics and social responsibility in decision making.

Management in today's society-1

Business Management Fall 2012

Start Date: August 22, 2012

End Date : September 27, 2012

Mgmt 6 Human Resource Management

6.1 Describe human resource functions and their importance to an organization's successful operation.

Mgmt 7 Organized Labor

7.1 Describe the role of organized labor and its influence on government and business.

Mgmt 7 Technology and Information Management

Mgmt 9 Industry Analysis

9.1 Analyze a business organization's competitive position within the industry.

Mgmt 11 Operations Management

11.1 Apply operations management principles and procedures to the design of an operations plan.

Mgmt 12 Global Perspective

12.1 Examine the issues of corporate culture and managing in the global environment.

Career and Technical Standards - CTE Business Education (2010) - Career Development

1.0 Self-Awareness

1.1 Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.

2.0 Career Research

2.1 Utilize career resources to develop a career information database that includes international career opportunities.

3.0 Relate the importance of workplace expectations to career development.

3.1 Relate the importance of workplace expectations to career development.

4.0 Career Strategy

4.1 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

5.0 School-to-Career Transition

5.1 Develop strategies to make an effective transition from school to career.

Career and Technical Standards - CTE Business Education (2010) - Communication

3.0 Workplace Communication

3.1 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies

Career and Technical Standards - CTE Business Education (2010) - Entrepreneurship

5. Entrepreneurship

6.0 Management

6.1 Develop a management plan for an entrepreneurial venture

How do we know they have learned it?

Summative Assessment	Proficiency Statements
Using a M/C, T/F, Fill in the Blank and Short	Students will achieve 85% (60/70 pts.) on the

Management in today's society-1

Business Management Fall 2012

Start Date: August 22, 2012

End Date : September 27, 2012

Answer test, students will define and recall the world of management in today's society.

Unit 1 test through matching, defining, listing, describing and recalling facts of management. When a student does not receive 85%, the student(s) will meet with teacher for additional instruction to achieve proficiency.

Management in today's society

Content	Skills	Assessment
A. Management B. Levels of Management C. Management Process D. Management Skills E. Principles of Management F. Women & minorities in management G. Entrepreneurship	A. Management 1. Define management B. Levels of Management 1. Explain the 3 levels of management C. Management Process 1. Identify which level of management works with which task: planning, organizing, staffing, leading, & controlling. D. Management Skills 1. Identify and describe conceptual, human relations and technical skills E. Principles of Management 1. Explain how managers use observation and deduction. F. Women & minorities in management 1. Define the role of women & minorities G. Entrepreneurship 1. Define Entrepreneurship 2. Analyze the importance of entrepreneurship and small business. 3. Characteristics of Entrepreneurs	Understanding Management Quiz-M/C, T/F, fill in the blank, short answer

Management Movement

Content	Skills	Assessment
A. Industrial Revolution B. Captains of Industry C. Principles of Scientific Management D. Hawthorne studies E. Maslow's Hierarchy of Needs F. Principles of TQM	A. Industrial Revolution 1. Describe how the Industrial Rev. created a new need for management. B. Captains of Industry 1. Identify Rockefeller, Duke, Carnegie, Morgan & Vanderbilt	Movement of Management Quiz-M/C, T/F, Fill in the blank, & short answer

Management in today's society-1

Business Management Fall 2012

Start Date: August 22, 2012

End Date : September 27, 2012

G. Principles of Theory X, Y & Z	C. Principles of Scientific Management 1. Explain how to increase productivity D. Hawthorne studies 1. Describe the relationship between working conditions & productivity E. Maslow's Hierarchy of Needs 1. Explain how workers are motivated based on Maslow's levels. F. Principles of TQM 1. Explain why TQM would be effective G. Principles of Theory X, Y & Z 1. Differentiate between theory X, Y & Z	
----------------------------------	--	--

Careers in Management

Content A. Abilities, personality, learning styles B. Management Careers C. For-Profit versus Non-Profit D. Resume & Cover letter	Skills A. Abilities, personality, learning styles 1. Analyze abilities, personality and learning styles for a career in management. B. Management Careers 1. Determine if a career in management is of interest C. For-Profit versus Non-Profit 1. Compare and contrast for-profit and non-profit businesses 2. Define the difference of for-profit and non-profit businesses D. Resume & Cover letter 1. Create a resume 2. Create a cover letter	Assessment Management Careers-M/C, T/F, fill in the blank, short answer Resume, Cover Letter and Job Application-
--	---	--

Tool Kit

Resources <ul style="list-style-type: none"> Top-Down webs Google Youtube videos online learning style quiz/interest survey Examples of cover letters and resumes Mock interviews with teachers for fictitious 	Narrative Reflection As always the "Google" company youtube videos were a hit with the class. The videos really help the students acquire background information on the different management	Quantitative Reflection
--	--	--------------------------------

Management in today's society-1

Business Management Fall 2012

Start Date: August 22, 2012

End Date : September 27, 2012

positions students created	theories discussed. I spent more time on the cover letters and resumes and feel that the students will be leaving this class with a solid cover letter, resume and understanding of professional looking job application documents.	
----------------------------	---	--

Standards Summary - Management in today's society-1

Business Management Fall 2012

August 22, 2012 through September 27, 2012

Attached Standards Summary

Career and Technical Standards - CTE Business Education (2010) - Business Law

Law 3 Agency and Employment

Law 3.1 Analyze the role and importance of agency law, and employment law as they relate to the conduct of business in the national and international marketplaces.

Career and Technical Standards - CTE Business Education (2010) - Management

Mgmt 1 Management Functions

1.1 Analyze the management functions and their implementation and integration within the business environment.

Mgmt 3 Business Organization

3.1 Analyze the organization of a business.

Mgmt 2 Management Theories

2.1 Analyze management theories and their application within the business environment.

Mgmt 4 Personal Management Skills

4.1 Develop personal management skills to function effectively and efficiently in a business environment.

Career and Technical Standards - CTE Business Education (2010) - Career Development

1.0 Self-Awareness

1.1 Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.

2.0 Career Research

2.1 Utilize career resources to develop a career information database that includes international career opportunities.

3.0 Relate the importance of workplace expectations to career development.

3.1 Relate the importance of workplace expectations to career development.

4.0 Career Strategy

4.1 Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

5.0 School-to-Career Transition

5.1 Develop strategies to make an effective transition from school to career.

Career and Technical Standards - CTE Business Education (2010) - Communication

3.0 Workplace Communication

3.1 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies

Career and Technical Standards - CTE Business Education (2010) - Entrepreneurship

. Entrepreneurship

6.0 Management

6.1 Develop a management plan for an entrepreneurial venture

Standards Summary - Management in today's society-1

Business Management Fall 2012

August 22, 2012 through September 27, 2012

Management Environments-2

Business Management Fall 2012

Start Date: September 19, 2012

End Date : October 29, 2012

What do we want students to know and be able to do?

<p>Overview of Unit</p> <p>In this unit students will learn how ethics, unions, economics and international business play a part in managing a specific environment.</p>	<p>Essential Learning Targets</p> <ul style="list-style-type: none">Students will recall, recognize and apply management environments.	<p>Critical Vocabulary</p> <p>Ethics, Code of Ethics, intellectual property, social responsibility, stakeholder, social audit, regulations, sole proprietorship, partnership, corporation, income tax, property tax, patent, trademark, copyright, contract, employment laws, unions, economics, scarcity, opportunity cost, command economy, market economy, equilibrium price, breakeven analysis, breakeven point, business cycle, recession, depression, economic indicators, international trade, absolute advantage, law of comparative advantage, exports, imports, balance of trade, tariff, quota, embargo, global economy, free trade area, multinational corporation</p>
--	--	---

Standards

Career and Technical Standards - CTE Business Education (2010) - Business Law

Law 3 Agency and Employment

Law 3.1 Analyze the role and importance of agency law, and employment law as they relate to the conduct of business in the national and international marketplaces.

Law 5 Property Law

Law 5.1 Explain the legal rules that apply to personal property, [and] real property and intellectual property.

Career and Technical Standards - CTE Business Education (2010) - Management

Mgmt 3 Business Organization

3.1 Analyze the organization of a business.

Mgmt 5 Ethics And Social Responsibility

5.1 Examine the role of ethics and social responsibility in decision making.

Mgmt 7 Organized Labor

7.1 Describe the role of organized labor and its influence on government and business.

How do we know they have learned it?

Summative Assessment	Proficiency Statements
----------------------	------------------------

Management Environments-2

Business Management Fall 2012

Start Date: September 19, 2012

End Date : October 29, 2012

<p>Students will be tested in two different ways:</p> <ol style="list-style-type: none"> 1. Using a M/C, T/F, Fill in the Blank and Short Answer test, students will define and recall environments of management. 2. Through application, students will determine correct management decision for fictitious scenarios. 	<ol style="list-style-type: none"> 1. Students will achieve 85% (51/60 pts.) on the Unit 1 test through matching, defining, listing, describing and recalling facts of management. When a student does not receive 85%, the student(s) will meet with teacher for additional instruction to achieve proficiency. 2. Students will achieve 80% (9/11 pts.) for selecting correct management decision for scenario through application and solving fictitious situations. If proficiency is not met first time, students will partner up with proficient classmate for peer teaching.
--	---

Ethics

Content	Skills	Assessment
<ol style="list-style-type: none"> A. Importance of Ethics B. Code of Ethics C. Ethical Dilemmas D. Laws of ethics E. Development and demonstration of social responsibility 	<ol style="list-style-type: none"> A. Importance of Ethics <ol style="list-style-type: none"> 1. Describe importance of ethics B. Code of Ethics <ol style="list-style-type: none"> 1. List content in ethical codes C. Ethical Dilemmas <ol style="list-style-type: none"> 1. Analyze and create a way to handle ethical dilemmas D. Laws of ethics <ol style="list-style-type: none"> 1. Outline the laws that apply to competitive behavior, consumer protection, production safety, and environmental protection. E. Development and demonstration of social responsibility <ol style="list-style-type: none"> 1. Explain how social responsibility has changed 	<p>Ethics Quiz-M/C, T/F, Fill in the blank, and short answer</p>

Businesses, Workers, and the Law

Content	Skills	Assessment
<ol style="list-style-type: none"> A. Laws that affect businesses 	<ol style="list-style-type: none"> A. Laws that affect businesses 	<p>Business Workers and the law Quiz-M/C, T/F, Fill in the blank</p>

Management Environments-2

Business Management Fall 2012

Start Date: September 19, 2012

End Date : October 29, 2012

B. Laws that protect workers on the job	<ol style="list-style-type: none"> 1. Identify corporate, tax, intellectual property, consumer, commercial & licensing & zoning laws. <p>B. Laws that protect workers on the job</p> <ol style="list-style-type: none"> 1. Describe Equal Employment Opportunity Laws, OSHA, Wage-Hour, Benefits and labor relations laws. 	& short answer
---	--	----------------

Economics

Content A. Market Economy B. Command Economy C. Supply & Demand D. Business Cycle E. Economic Expansion & Contraction F. Forecasting using economic indicators	Skills A. Market Economy <ol style="list-style-type: none"> 1. Explain how a market economy influences businesses B. Command Economy <ol style="list-style-type: none"> 1. Explain how a command economy influences businesses C. Supply & Demand <ol style="list-style-type: none"> 1. Draw supply & demand curves D. Business Cycle <ol style="list-style-type: none"> 1. Define the business cycle and the phases E. Economic Expansion & Contraction <ol style="list-style-type: none"> 1. Analyze expansion and contraction F. Forecasting using economic indicators <ol style="list-style-type: none"> 1. Prepare a forecast using current economic indicators 	Assessment Economics Quiz-M/C, T/F, Fill in the blank & short answer
---	--	--

International Business

Content A. International Trade B. Export and Import C. Competing in a global economy	Skills A. International Trade <ol style="list-style-type: none"> 1. Explain why countries trade B. Export and Import <ol style="list-style-type: none"> 1. Summarize why countries import and export goods C. Competing in a global economy <ol style="list-style-type: none"> 1. Evaluate strategies used to compete in a global economy 	Assessment International Business-M/C, T/F, Fill in the blank, & short answer
--	--	---

Tool Kit

Resources <ul style="list-style-type: none"> • Undercover Boss CBS TV program (if available) • Virtual Business-Management 	Narrative Reflection This unit went well. I took a few days longer	Quantitative Reflection
---	--	--------------------------------

Management Environments-2

Business Management Fall 2012

Start Date: September 19, 2012

End Date : October 29, 2012

<ul style="list-style-type: none">• Jeopardy game for review• Guest Speaker--Mrs. Wagner (PVS-Unions) (if available)• Guest Speaker (phone)--Cliff Fry (Retired General Motors-Union/Labor Relations)	than I wanted it to, but I decided to slow it down a bit to make sure the students learned the content rather than stay on schedule. The presentations on international business were really good this time around.	
---	---	--

Standards Summary - Management Environments-2

Business Management Fall 2012

September 19, 2012 through October 29, 2012

Attached Standards Summary

Career and Technical Standards - CTE Business Education (2010) - Business Law

Law 3 Agency and Employment

Law 3.1 Analyze the role and importance of agency law, and employment law as they relate to the conduct of business in the national and international marketplaces.

Law 5 Property Law

Law 5.1 Explain the legal rules that apply to personal property, [and] real property and intellectual property.

Career and Technical Standards - CTE Business Education (2010) - Management

Mgmt 3 Business Organization

3.1 Analyze the organization of a business.

Mgmt 5 Ethics And Social Responsibility

5.1 Examine the role of ethics and social responsibility in decision making.

Managerial Planning-3

Business Management Fall 2012

Start Date: October 30, 2012

End Date : November 09, 2012

What do we want students to know and be able to do?

Overview of Unit Students will learn how to make effective managerial decisions while communicating effectively.	Essential Learning Targets <ul style="list-style-type: none">Students will demonstrate communication skills with partner and compare and contrast decision making skills.	Critical Vocabulary intuitive decision making, rational decision making, team decision making, brainstorming, brainwriting, communication, active listening, nonverbal cues, memos, business letters, reports
---	---	--

Standards

How do we know they have learned it?

Summative Assessment Students will work with a partner to create a strategic web to develop and design a new product using effective decisions making and communication skills. Each student will write a management report addressing the following items: <ol style="list-style-type: none">1. Importance of creative decision making2. Analyzing the web that was created3. Describe the decisions that had to be made4. Discuss the final product that was selected5. Create a picture of the final product6. Identify the target customer, problems solved with new product, and benefits that would be provided to the customer.	Proficiency Statements With a partner, students will create a strategic web that develops a new product. In addition, students will reflect on the decision-making process in a written report using the TEST format. Students will be proficient when they include all 6 items in their written report.
---	---

Decision-Making Skills

Content A. Importance of decision making B. Types of decision making C. Influence of corporate culture	Skills A. Importance of decision making <ol style="list-style-type: none">1. Explain why it is important to make decisions as a manager	Assessment Decision-Making Skills-M/C, T/F, Fill in the blank and short answer Manager/Employee Interview on Decision Making
--	--	---

Managerial Planning-3

Business Management Fall 2012

Start Date: October 30, 2012

End Date : November 09, 2012

D. Value systems E. Team decision making F. Management decision styles G. Creative decisions H. Encouraging creativity I. Meyers model J. Barriers to effective decision making	B. Types of decision making 1. Interpret between rational and intuitive decision making C. Influence of corporate culture 1. Summarize influence of corporate culture in decision making D. Value systems 1. Explain how personal/professional values play a part in managers decisions E. Team decision making 1. Define team decision making and its purpose F. Management decision styles 1. Explain & define the 5 types of decision styles G. Creative decisions 1. List the 5 basic steps to creative decisions H. Encouraging creativity 1. Define brainstorming and brainwriting I. Meyers model 1. List and define the 6 stages of Meyers Model for Creative Decision Making J. Barriers to effective decision making 1. List and define 4 barriers to effective decision making	Techniques-
---	--	-------------

Communication Skills

Content A. Importance of communication B. Audience C. Listening Skills D. Nonverbal Cues E. Memos, letters and reports F. Verbal communication skills G. Appropriate method of communication	Skills A. Importance of communication 1. Summarize the importance of communication in the business world B. Audience 1. Determine what kind of audience they are dealing with C. Listening Skills 1. Explain good listening skills D. Nonverbal Cues 1. Recognize nonverbal cues E. Memos, letters and reports 1. Create memos, letters and reports	Assessment Communication Skills Quiz-M/C, T/F, Fill in the blank and short answer
--	--	---

Managerial Planning-3

Business Management Fall 2012

Start Date: October 30, 2012

End Date : November 09, 2012

	<p>F. Verbal communication skills</p> <ol style="list-style-type: none">1. Recognize the importance of verbal communication <p>G. Appropriate method of communication</p> <ol style="list-style-type: none">1. Selecting the appropriate method of communication	
--	--	--

Tool Kit

<p>Resources</p> <ul style="list-style-type: none">• Field trip to State Farm• Field trip to Wal-Mart Distribution Center• Panel of managers	<p>Narrative Reflection</p> <p>For this unit, I had to scale it back due to time constraints. We did not visit State Farm or the Wal-Mart distribution Center. I am also going to move the panel of managers to the next unit. I felt like the added assessment for this unit was successful. Instead of us traveling off of school property, the students interviewed managers and employees over the phone or face-to-face.</p>	<p>Quantitative Reflection</p>
--	---	--------------------------------

Standards Summary - Managerial Planning-3

Business Management Fall 2012

October 30, 2012 through November 09, 2012

Attached Standards Summary

Planning Skills-4

Business Management Fall 2012

Start Date: October 24, 2012

End Date : November 09, 2012

What do we want students to know and be able to do?

<p>Overview of Unit</p> <p>In this unit, students will learn how strategic planning helps managers sets goals and how operations planning helps a business run efficiently.</p>	<p>Essential Learning Targets</p> <ul style="list-style-type: none">Students will be able to define, apply and organize the two types of managerial planning: stratgey and operations.	<p>Critical Vocabulary</p> <p>formal planning, operational planning, strategic planning, grand/corporate strategies, growth strategy, stability strategy, defensive/retrenchment strategy, combination strategy, business strategies, overall cost leadership, differentiation, functional strategies, strategic management, formulating strategy, mission statement, SWOT analysis, implementing strategy, evaluating strategy, operations manager, operating system, continuous-flow system, intermittent-flow system, site selection, facilities layout, materials-handling system, job design, aggregate production planning, activity scheduling</p>
---	--	---

Standards

Career and Technical Standards - CTE Business Education (2010) - Management

Mgmt 1 Management Functions

1.1 Analyze the management functions and their implementation and integration within the business environment.

Mgmt 3 Business Organization

3.1 Analyze the organization of a business.

Mgmt 7 Technology and Information Management

7.1 Utilize information and technology tools to conduct business effectively and efficiently

Mgmt 8 Technology and Information Management

8.1 Utilize information and technology tools to conduct business effectively and efficiently.

Mgmt 9 Industry Analysis

9.1 Analyze a business organization's competitive position within the industry.

Mgmt 10 Financial Decision Making

10.1 Analyze financial data influenced by internal and external factors in order to make short-term and long-term decisions

Mgmt 11 Operations Management

11.1 Apply operations management principles and procedures to the design of an operations plan.

Planning Skills-4

Business Management Fall 2012

Start Date: October 24, 2012

End Date : November 09, 2012

Career and Technical Standards - CTE Business Education (2010) - Communication

1.0 Communication

1.1 Communicate in a clear, complete, concise, correct and courteous manner on personal and professional level.

3.0 Workplace Communication

3.1 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies

4.0 Technical Communication

4.1 Use technology to enhance the effectiveness of communication

How do we know they have learned it?

Summative Assessment Students will create an office layout using a specific set of items and dimensions.	Proficiency Statements Students will reach proficiency upon completion of office layout through hand-drawn or computerized layout.
---	---

Planning & Strategic Management

Content	Skills	Assessment
A. Strategic planning B. Formal and functional planning C. Short, intermediate and long range plans D. Operational and strategic plans E. Grand, business and functional strategies	A. Strategic planning 1. Explain why businesses use strategic planning B. Formal and functional planning 1. Summarize the difference between formal and functional planning C. Short, intermediate and long range plans 1. Define short, intermediate and long-range plans D. Operational and strategic plans 1. Differentiate between operational and strategic plans E. Grand, business and functional strategies 1. Describe how grand, business and functional strategies work in a business	Planning and Strategic Management Quiz-M/C, T/F, Fill in the blank and short answer Target Store and SWOT Analysis-

Operations Management and Planning

Content	Skills	Assessment
A. Operations Manager B. Types of operating systems C. Designing, engineering and producing products	A. Operations Manager 1. Explain what operations managers do B. Types of operating systems	Operations & Management Planning-Oral test with teacher individually

Planning Skills-4

Business Management Fall 2012

Start Date: October 24, 2012

End Date : November 09, 2012

D. Selecting equipment E. Choosing a site location F. Facilities layout	1. Explain how the 2 types of operating systems are different C. Designing, engineering and producing products 1. Describe how managers use computers to design, engineer and produce products D. Selecting equipment 1. List the factors to consider when selecting equipment E. Choosing a site location 1. List the factors to consider when selecting a location for a business F. Facilities layout 1. Define the advantages and disadvantages of the 3 different types of facilities layouts	
---	--	--

Tool Kit

Resources <ul style="list-style-type: none">• Office layout• Ezine.com website• SWOT Analysis of self• www.target.com (mission statement and history)	Narrative Reflection	Quantitative Reflection
--	----------------------	-------------------------

Standards Summary - Planning Skills-4

Business Management Fall 2012

October 24, 2012 through November 09, 2012

Attached Standards Summary

Motivation and Leadership-5

Business Management Fall 2012

Start Date: November 12, 2012

End Date : December 06, 2012

What do we want students to know and be able to do?

Overview of Unit In this unit, students will be introduced to leadership and leaders can motivate employees, handle conflict in the workplace and encourage diversity.	Essential Learning Targets <ul style="list-style-type: none">Students will apply, analyze and explain the concept of leadership and how leaders motivate their employees.	Critical Vocabulary motivation, positive reinforcement, negative reinforcement, power, leadership, universal approach contingent approach, internal change, external change, environmental change, global economy, culture, entry socialization, diversity
---	---	---

Standards

Career and Technical Standards - CTE Business Education (2010) - Management

Mgmt 4 Personal Management Skills

4.1 Develop personal management skills to function effectively and efficiently in a business environment.

Mgmt 5 Ethics And Social Responsibility

5.1 Examine the role of ethics and social responsibility in decision making.

Mgmt 6 Human Resource Management

6.1 Describe human resource functions and their importance to an organization's successful operation.

Career and Technical Standards - CTE Business Education (2010) - Communication

1.0 Communication

1.1 Communicate in a clear, complete, concise, correct and courteous manner on personal and professional level.

2.0 Societal Communication

2.1 Apply basic socialcommunication skills in both personal and professioanl settings

3.0 Workplace Communication

3.1 Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with vairous business constituencies

4.0 Technical Communication

4.1 Use technology to enhance the effectiveness of communication

How do we know they have learned it?

Summative Assessment In groups of 2-3, students will identify the following information: 1. basic styles of leadership 2. types of leadership styles	Proficiency Statements Student groups will identify leadership information and analyze proposals for dispersement of money.
---	--

Motivation and Leadership-5

Business Management Fall 2012

Start Date: November 12, 2012

End Date : December 06, 2012

- 3. types of conflict
- 4. ways to manage conflict

In groups of 2-3, students will participate in a committee funding task for a Medical Research Funding Committee at a nonprofit organization to disperse funds.

Motivation and Leadership

Content	Skills	Assessment
<ul style="list-style-type: none">A. MotivationB. Theories of motivationC. Expectations and motivationD. Positive and negative reinforcementE. Power, Authority and LeadershipF. Leadership StylesG. Leadership Skills	<ul style="list-style-type: none">A. Motivation<ul style="list-style-type: none">1. Define the meaning of motivationB. Theories of motivation<ul style="list-style-type: none">1. List and describe the theories of motivationC. Expectations and motivation<ul style="list-style-type: none">1. Describe how one's expectations will affect employee's motivationD. Positive and negative reinforcement<ul style="list-style-type: none">1. Describe how managers who positive and negative reinforcementE. Power, Authority and Leadership<ul style="list-style-type: none">1. Explain the difference between power, authority and leadershipF. Leadership Styles<ul style="list-style-type: none">1. List, describe and demonstrate the 3 types of leadership stylesG. Leadership Skills<ul style="list-style-type: none">1. Name and define the 5 set of leadership skills a manager needs to master	Motivation and Leadership Quiz-M/C, T/F, Fill in the blank and short answer

Change, Culture and Diversity

Content	Skills	Assessment
---------	--------	------------

Motivation and Leadership-5

Business Management Fall 2012

Start Date: November 12, 2012

End Date : December 06, 2012

A. Change B. Internal and external factors C. Corporate Culture D. Diverse workforce	A. Change 1. Describe ways to manage resistance with employees 2. Describe ways to properly channel employees to adapting to change B. Internal and external factors 1. Describe ways that internal and external factors encourage change in business C. Corporate Culture 1. Analyze how corporate culture affects the organization 2. List the factors that contribute to corporate culture 3. List and describe the 4 basic types of corporate culture D. Diverse workforce 1. Explain why managers must be able to manage a diverse group of employees	Change, Culture and Diversity Quiz-M/C, T/F, Fill in the blank and short answer
---	--	---

Tool Kit

Resources <ul style="list-style-type: none">Articles on change in work environmentDiversity training websites	Narrative Reflection	Quantitative Reflection
--	----------------------	-------------------------

Standards Summary - Motivation and Leadership-5

Business Management Fall 2012

November 12, 2012 through December 06, 2012

Attached Standards Summary