Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Management Organizer**

Directions: Provide responses for the listed items.

Describe the role of a manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Functions of Management** | **Description** |
| Planning |  |
| Organizing |  |
| Staffing |  |
| Implementing |  |
| Controlling |  |
| **Levels of Management** | **Description (Include examples when possible)** |
| Top |  |
| Mid-Management |  |
| Supervisors |  |
| Management by others |  |

**Management Organizer Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| **Management Styles** | **Tactical** | **Strategic** | **Mixed** |
| Description |  |  |  |
| When to use |  |  |  |

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Leadership Organizer**

Directions: Provide responses for the listed items.

**Section A**

Define Leadership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the need for leadership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Section B**

|  |
| --- |
| **Video Section** |
|  **Characteristic** | **Definition** | **Description of character** | **Description of a scene** |
| Confident |  |  |  |
| Cooperative |  |  |  |

**Leadership Organizer Continued**

**Section A Section B**

|  |  |
| --- | --- |
|  |  **Video section** |
| **Characteristic** | **Definition** | **Description of character** | **Description of a scene** |
| Courage |  |  |  |
| Dependable |  |  |  |
| Honesty |  |  |  |
| Initiative |  |  |  |
| Intelligence |  |  |  |

**Leadership Organizer Continued**

|  |  |
| --- | --- |
|  |  **Video section** |
| **Characteristic** | **Definition** | **Description of character** | **Description of a scene** |
| Judgment |  |  |  |
| Objectivity |  |  |  |
| Stability |  |  |  |
| Understanding |  |  |  |