

Introduction to Management & Management Skills

Part 1 - Introduction

Define Management

Contrast Enterprise and Management

1.

2.

3.

4.

Leading, Motivating and Communication

Part 2 - Leading

Outline your understanding of Autocratic Leadership

- Resulting behaviour in Employees:
-
-
-

Outline your understanding of Democratic Leadership

- Resulting behaviour in Employees:

Outline your understanding of Laissez-Faire Leadership

- Resulting behaviour in Employees:

Define Delegation

Explain the advantages to a business of delegation

1. _____

2. _____

3. _____

4. _____

Explain the disadvantages to a business of refusing to delegate

1. _____

2.

3.

4.

Explain the importance of effective leadership in a business

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

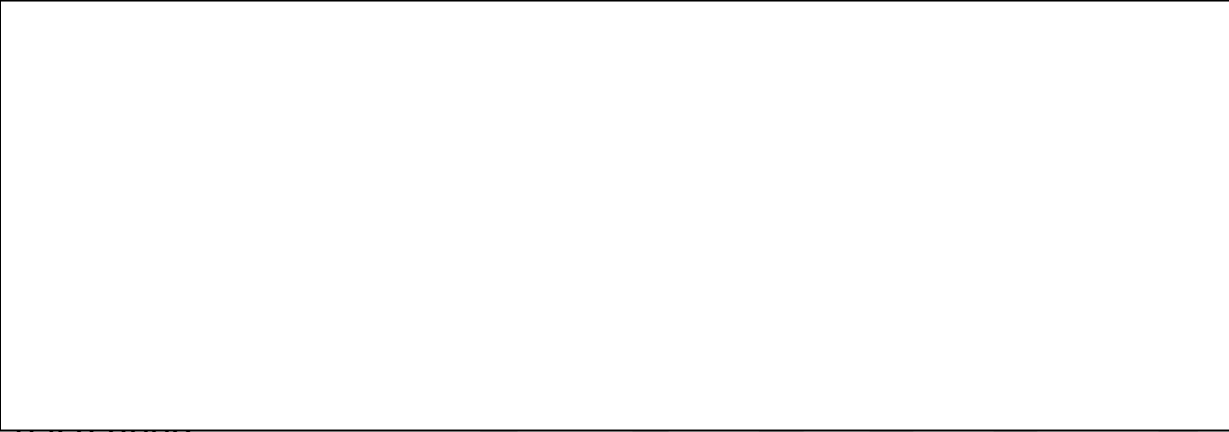
State: _____

Explain: _____

Part 3 - Motivating

Explain how Maslow's hierarchy of needs works

Draw a label a diagram representing Maslow's hierarchy of needs



atisfy

each need

State: _____

Explain: _____

- How does business satisfy this need:

State: _____

Explain: _____

- How does business satisfy this need:

State: _____

Explain: _____

- How does business satisfy this need:

State: _____

Explain: _____

- How does business satisfy this need:

State: _____

Explain: _____

- How does business satisfy this need:

Evaluate Maslow's Hierarchy of Needs

Explain McGregor's theory of motivation

Theory X Managers believe _____

Theory X Managers motivate by _____

- Resulting behaviour in Employees:

Theory Y Managers believe _____

Theory Y Managers motivate by _____

- Resulting behaviour in Employees:

Evaluate McGregor's Theory X & Y

Explain the importance of motivation as a management skill

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Part 4 - Communicating

Explain, with an example in each case, the factors that ensure managers communicate effectively.

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

Explain, with an example in each case, the barriers to effective communication

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

Explain, with an example in each case, the factors that affect the choice of a medium of communication

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

State: _____

Explain: _____

- Example (fully explained)

Explain the role of the Chairperson at a meeting

Explain what is meant by the term “quorum”

Explain the role of a secretary in a company

Draw up a sample Notice and Agenda for the AGM of a club

Notice:

Agenda:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____

Signed: _____

*

*

Draw up a minutes of an AGM for a club

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Signed: _____

*

*

Draw up a sample Notice and Agenda for the Ltd company

Notice:

Agenda:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Signed: _____

*

*

Draw up a minutes of an AGM for a Ltd company

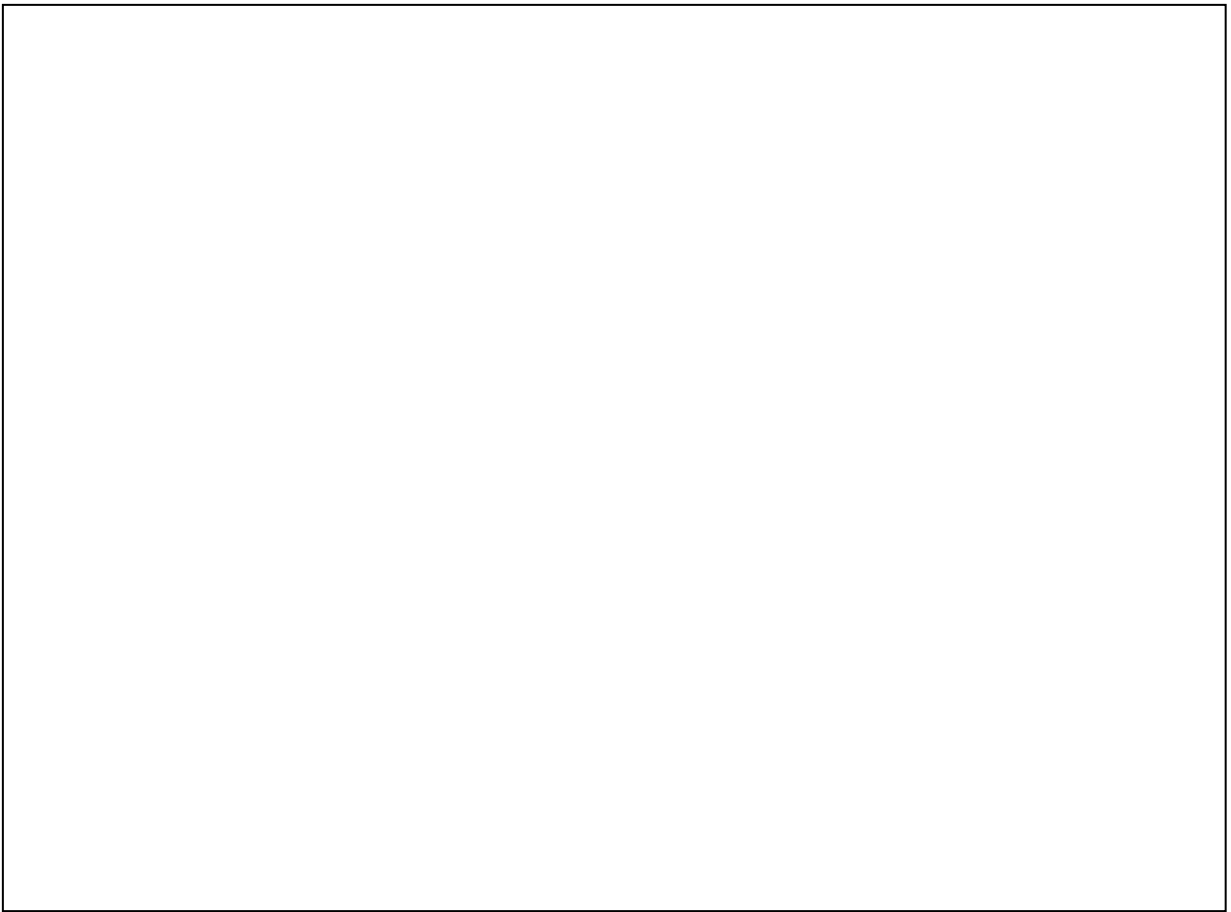
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Signed: _____


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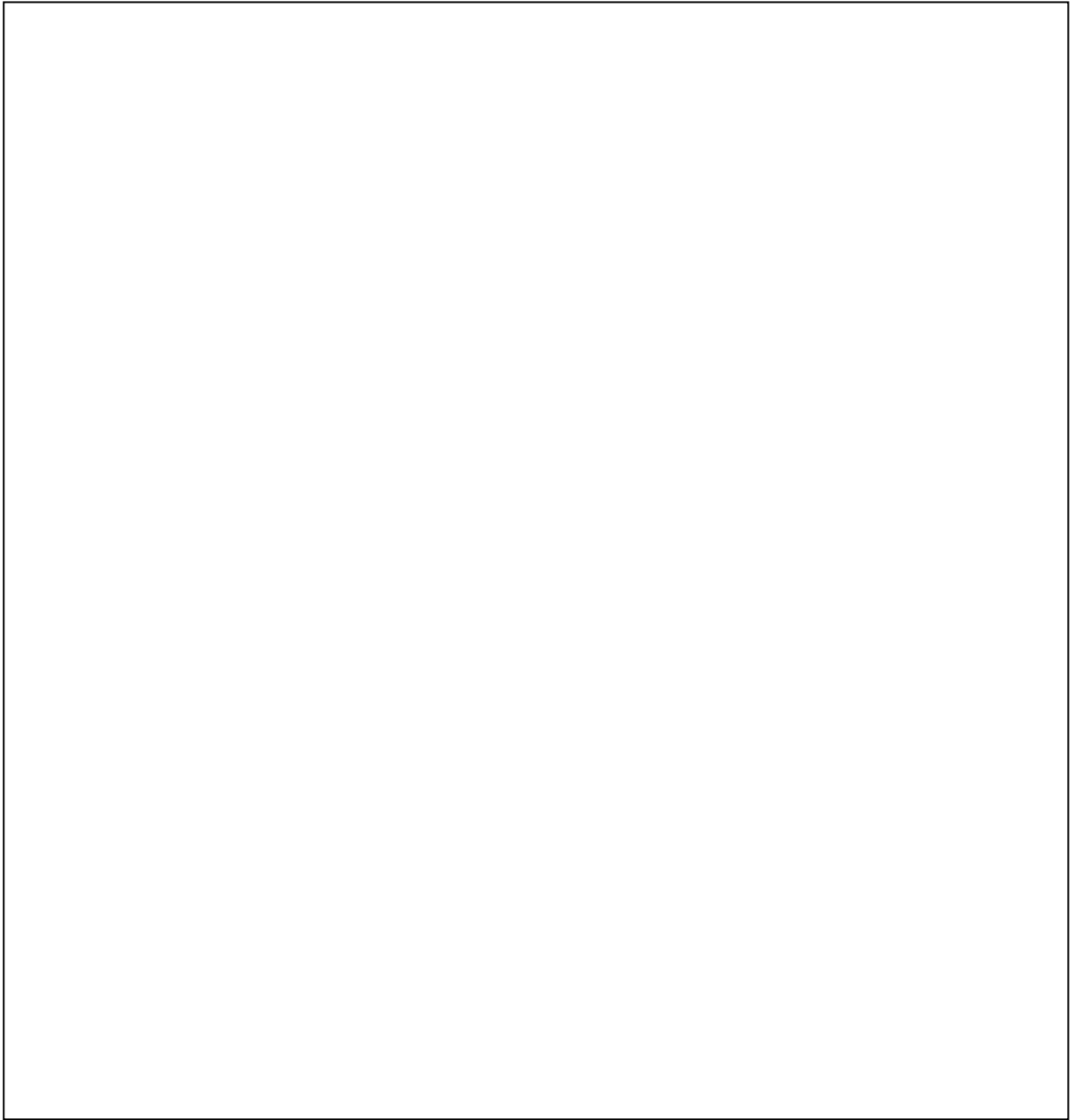
Draw up the layout for a business letter

A large, empty rectangular box with a thin black border, intended for drawing up the layout for a business letter. The box is positioned centrally on the page and occupies a significant portion of the upper half.

Draw up a sample memorandum

A large, empty rectangular box with a thin black border, intended for drawing up a sample memorandum. The box is positioned centrally on the page and occupies a significant portion of the lower half.

Draw up the layout for a business report



Explain, with an example, how Electronic Data Interchange (EDI) works.

Explain the advantages of EDI to businesses.

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Under the Data Protection Act 1988, explain the rights of data subjects.

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Under the Data Protection Act 1988, explain the responsibilities of data controllers.

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Under the Data Protection Act 1988, explain the role of the Data Protection Commissioner.

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Evaluate the Data Protection Act 1988

