



**BUSINESS MANAGEMENT**  
 LAP 12.2—Chapter 12.2  
 Organizing and Work  
 Delegating Responsibility and Authority

Name \_\_\_\_\_  
 Period \_\_\_\_\_  
 Date Started \_\_\_\_\_  
 Date Completed \_\_\_\_\_

**DoDEA Standards**

- ♦PT1i Apply trouble shooting techniques and processes
- ♦PT3c Incorporate appropriate leadership and supervision techniques, customer-service strategies, and standards of personal ethics to communicate effectively.
- ♦PT4b Evaluate information critically and completely.
- ♦PT4c Use information accurately and creatively.

**Objectives**

- ♦ Recognize the reasons for organizing work.
- ♦ Understand how businesses prevent their workers from losing interest in their jobs.
- ♦ Explain why managers need to delegate authority and responsibility.

**Resource**

Text: Business Management  
 Student Workbook and materials for above  
 Chapter 12, Organizing and Work (12.2—Delegating Responsibility and Authority)

**Time Frame**

5 hours

**Introduction**

In Chapter 10, Part 10.2, you will learn what steps are taken in the strategic management process, the objectives of a company’s mission statement, the differences between missions and goals, how to differentiate among policies, procedures, and rules, how a SWOT analysis works, and what organizational factors need to be evaluated in implementing a strategic plan.

**Assignments**

**Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.**

\_\_\_\_\_ Text: Read Section 12.2, pages 286-293, Strategic Management Process. Remember to key answers to the BusinessWeek Management Model critical thinking and decision making on page 290.

\_\_\_\_\_ Text: Section 12.2 Assessment, p. 293. Key answers to critical thinking questions and the case analysis.

\_\_\_\_\_ Workbook: Complete Chapter 12 Review, pages 177-178, and 182-183.

\_\_\_\_\_ Internet Extension (What—Sizing?) pages 43-44: Reminder: All DoDEA and School Internet Contract Rules apply to all assignments done on the Internet. Complete all questions.

\_\_\_\_\_ Text: Chapter 12 Assessment, p. 293, Applying Management Principles. Prepare a one-page report including your step-by-step plan.

\_\_\_\_\_ Internet Text Activity: BusinessWeek Online, page 295. Complete as directed. Find information on advantages of teamwork in a business, make a list and print. Make sure you reference the article, date, and exact title. (You will not be presenting to the class).

\_\_\_\_\_ Workbook: Complete Chapter 12 Word Processing Application, pages 187-188. Follow directions carefully and fill in your interpretation of your results and conclusions.

\_\_\_\_\_ Workbook: Chapter 12 Self-Assessment: Using the text, complete self-assessment, pages 184-185.

\_\_\_\_\_ **See the instructor for the Chapter 12 Test.**

**Self Assessment - "I/I can . . . "**

\_\_\_\_\_ Recognize the reasons for organizing work.

\_\_\_\_\_ Understand how businesses prevent their workers from losing interest in their jobs.

\_\_\_\_\_ Explain why managers need to delegate authority and responsibility.