



BUSINESS MANAGEMENT
 LAP 16.2—Chapter 16.2
 Motivation and Leadership
 Power, Authority, and Leadership

Name _____
 Period _____
 Date Started _____
 Date Completed _____

DoDEA Standards

- ◆PT3c Incorporate appropriate leadership and supervision techniques, customer-service strategies, and standards of personal ethics to communicate effectively.
- ◆PT4b Evaluate information critically and completely.
- ◆PT5f Develop the ability to market the assets each individual has.
- ◆PT6a Demonstrate interpersonal, teamwork, and leadership skills necessary to function in diverse and multicultural settings.

Objectives

- ◆ Explain five theories of motivation.
- ◆ Understand how managers use motivation theories to motivate employees.
- ◆ Identify the difference between power and authority
- ◆ Describe three styles of leadership.
- ◆ Identify the leadership skills necessary for effective management.

Resource Text: Business Management
 Student Workbook and materials for above
 Chapter 16, Motivation and Leadership (16.2—Power, Authority, and Leadership)

Time Frame 5 hours

Introduction

In Chapter 16, Part 16.2, you will learn the difference between power, authority, and leadership, three types of leadership styles, and leadership skills managers need to master.

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 16.2, pages 380-387, Power, Authority, and Leadership. Remember to key answers to the BusinessWeek Management Model critical thinking and decision making on page 383.

_____ Text: Section 16.2 Assessment, p. 387. Key answers to critical thinking questions and the case analysis.

_____ Workbook: Complete Chapter 16 Review, pages 237-238 and 242-243.

- _____ Internet Extension (Executive Coaches) pages 51-52: Reminder: All DoDEA and School Internet Contract Rules apply to all assignments done on the Internet. Complete all questions.
- _____ Text: Chapter 16 Assessment, p. 389, Applying Management Principles. Prepare a short plan with recommendations as directed. You will not be presenting to a class.
- _____ Internet Text Activity: BusinessWeek Online, page 389. Complete as directed, locate an article (Internet or magazine) but prepare only a one-page paper of why you admire this person and the steps he/she took to become a great leader. Make sure you reference the article, date, and exact title. (You will not be presenting to the class).
- _____ Workbook: Complete Chapter 19 Word Processing Application, pages 248-250. Follow directions carefully and fill in your interpretation of your results and conclusions.
- _____ Workbook: Chapter 16 Self-Assessment: Using the text, complete self-assessment, pages 244-247.
- _____ **See the instructor for the Chapter 16 Test.**

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

- _____ Explain five theories of motivation.
- _____ Understand how managers use motivation theories to motivate employees.
- _____ Identify the difference between power and authority
- _____ Describe three styles of leadership.
- _____ Identify the leadership skills necessary for effective management.