



BUSINESS MANAGEMENT

LAP 12.1—Chapter 12.1 Organizing and Work Designing Organizations

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 (12.1—Designing Organizations)

Time Frame 3 hours

Introduction

In Chapter 12, Part 12.1, you will learn how organizing helps groups of people achieve results they could not achieve individually, three reasons why businesses organize workforces, nine characteristics of successful organizations, how businesses prevent workers from losing interest in highly specialized jobs, and why businesses decentralize their operations.

Assignments

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

_____ Text: Read p. 275, Management Talk, and the workplace connections section and complete the questions for Analyzing Management Skills and Applying Management Skills on a separate sheet of paper.

_____ Text: Read Section 12.1, pages 276-285, What is an Organization?

_____ Text: Management Careers in Focus (Convention Services Manager), p. 279. Read and key answers to critical thinking questions.

_____ Text: p. 285, Section 12.1 Assessment: Key answers to critical thinking questions and case analysis.

_____ Workbook, pages 170-181: Skill Building Activities 1, 2, and 3: Reading, Math and Writing Skills. Key answers on your Chapter 12 Word Answer Document.