# MAKING THE MOST OF THE MBA CONCLAVE:

Resources for Business Educators

## MBA RESEARCH STATE'S CONNECTION



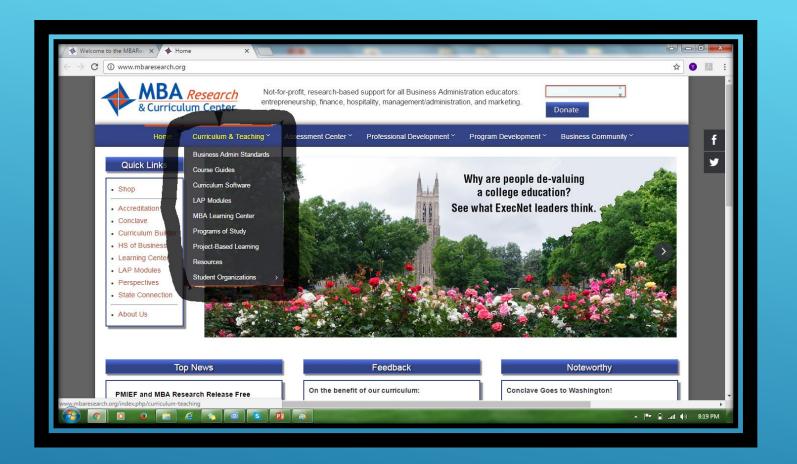
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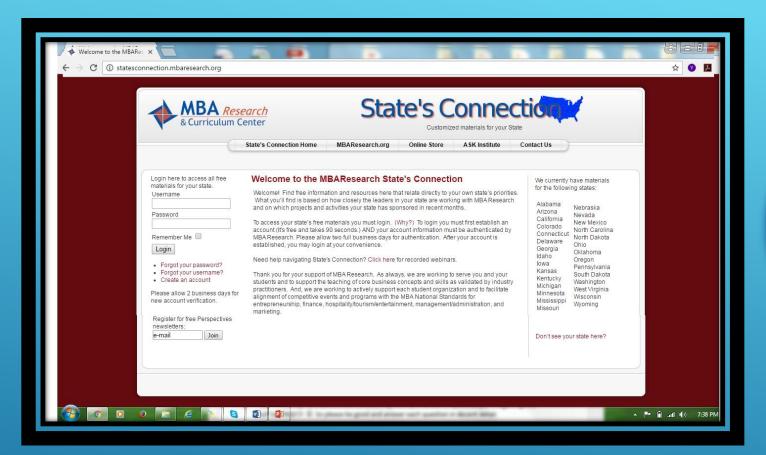
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# HOW TO GET COURSE GUIDES

statesconnection.mbaresearch.org

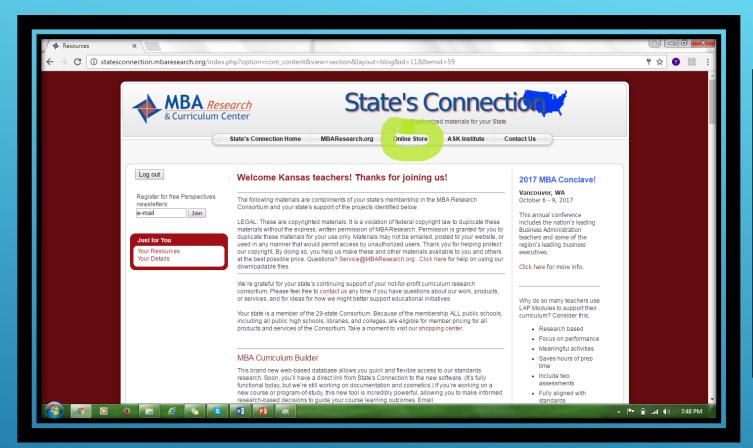


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STEP 1: LOG IN





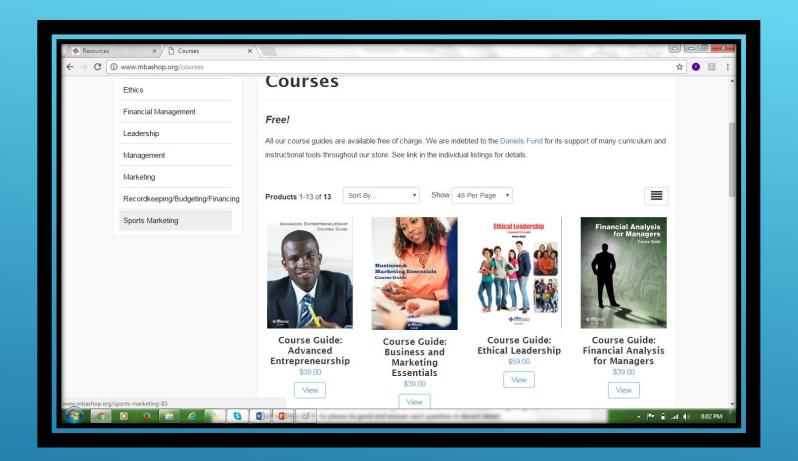


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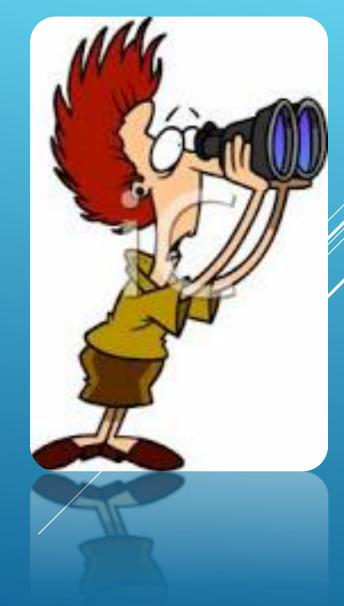


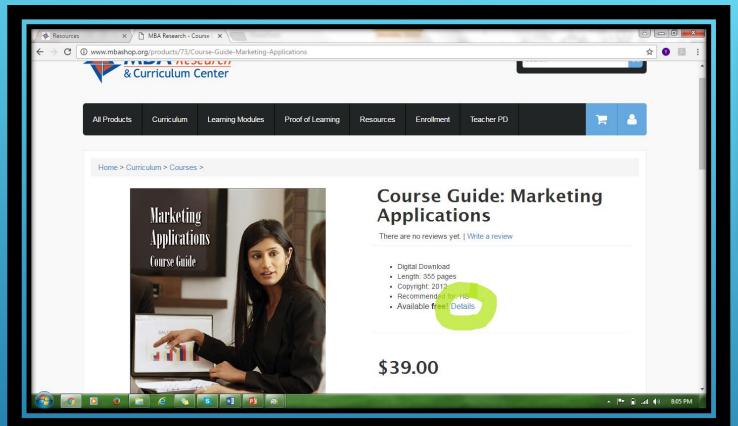


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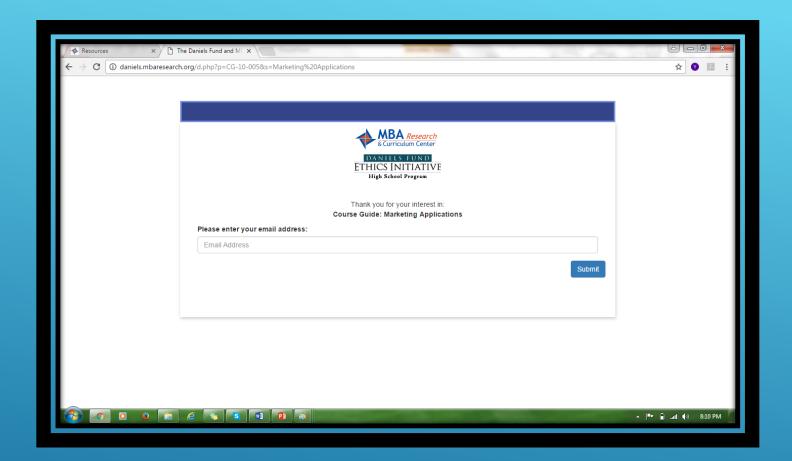
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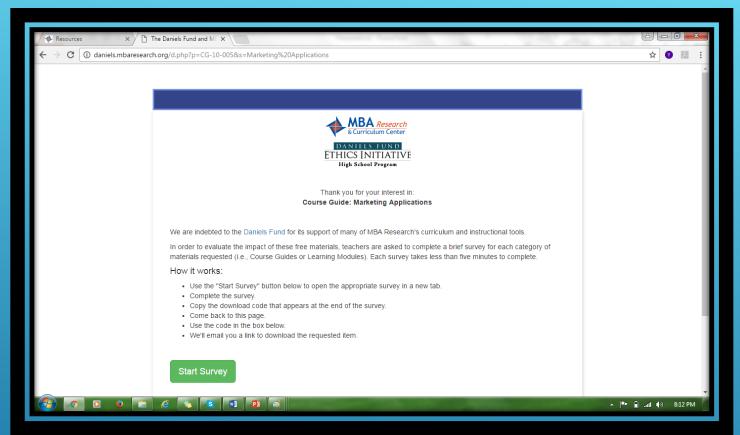


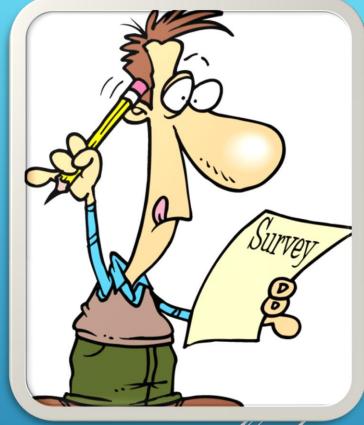
STEP 5: IF YOU WANT IT FOR FREE, CLICK ON "DETAILS!!!"



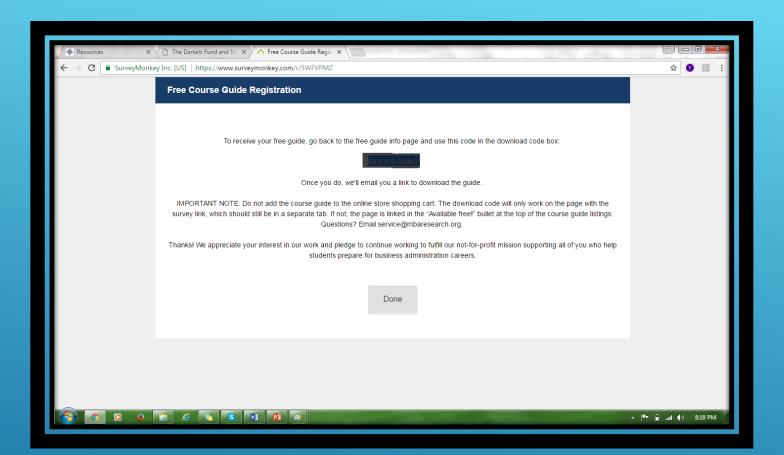


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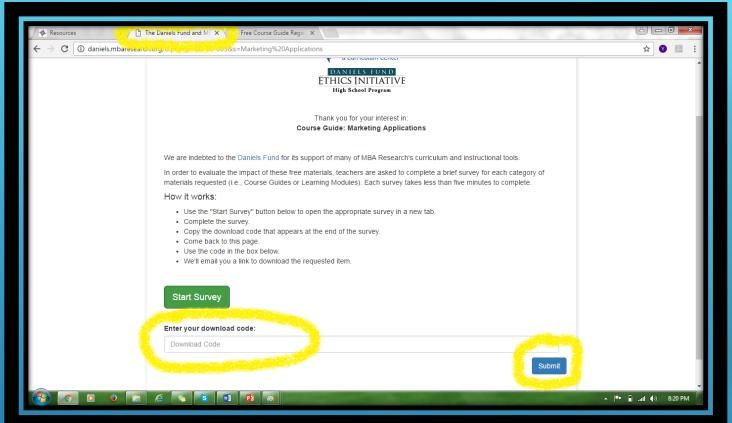


STEP 7: TAKE THE SURVEY! (5 MIN TOPS!)



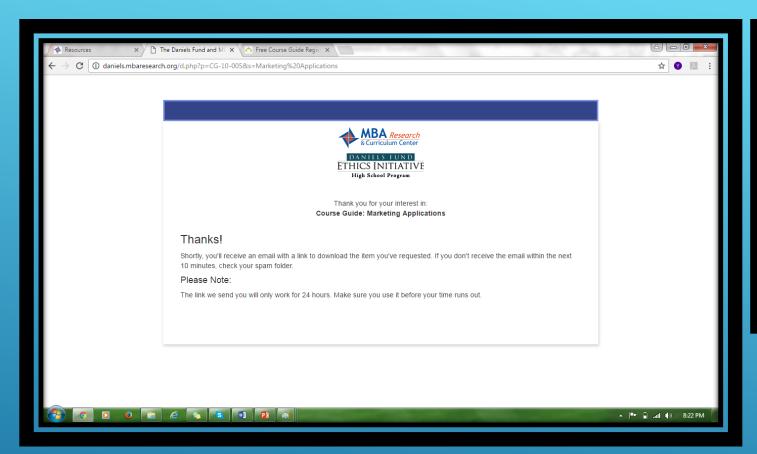


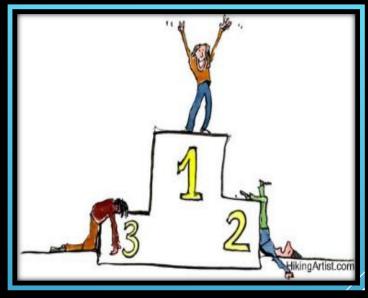
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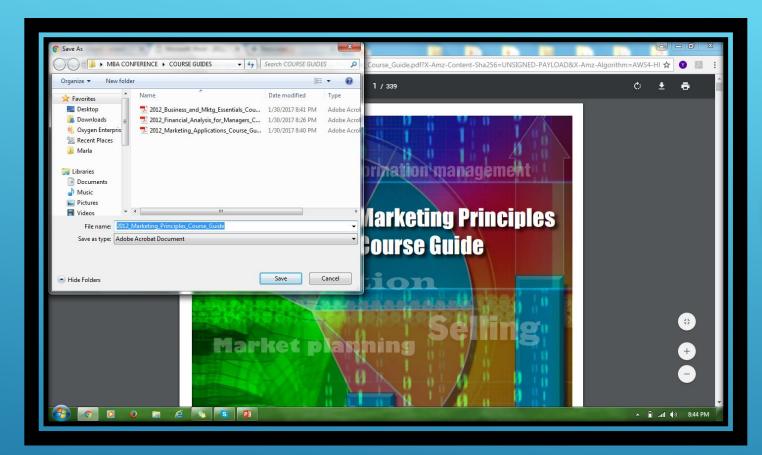


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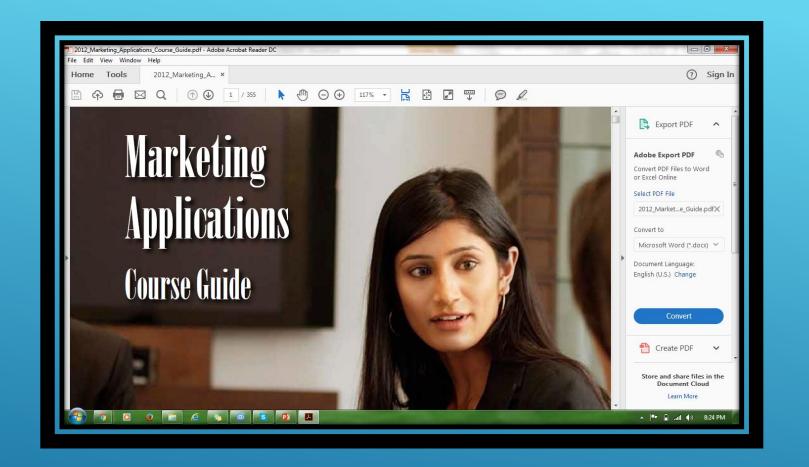


STEP 10: IT WILL SEND GUIDE TO EMAIL YOU PROVIDED (CHECK SPAM IF NEEDED)





STEP 11: UPLOAD FROM YOUR EMAIL AND SAVE (WITHIN 24 HOURS!)



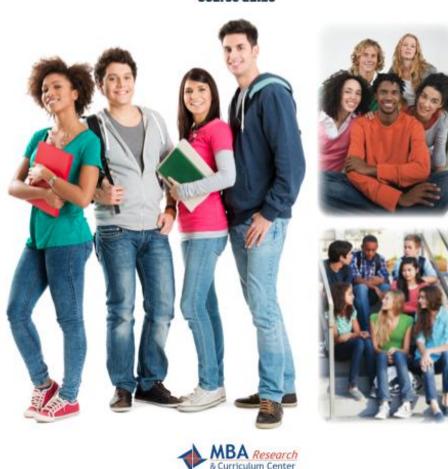
1<sup>ST</sup> LOOK &T & COURSE GUIDE

# FREE COURSE GUIDE

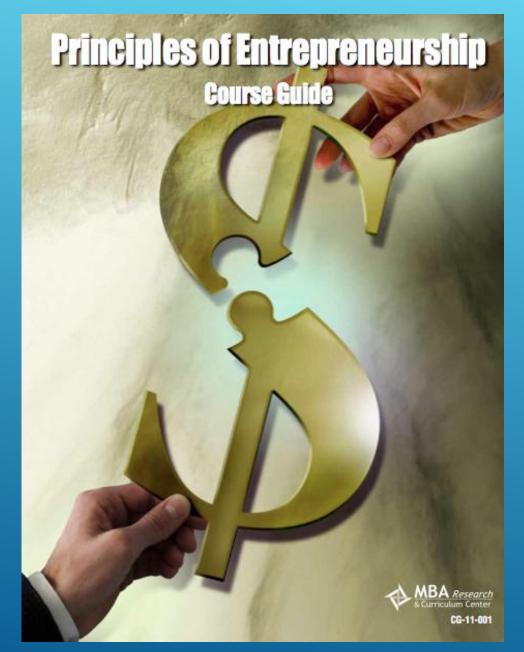
## **Ethical Leadership**

(1 semester/0.5 credit)

Course Guide



# COURSE GUIDE



# WHAT IS THE MBA CONCLAVE?

National Conference designed specifically for teachers and administrators of CTE programs in Business:

- Entrepreneurship
- > Finance
- Hospitality/Tourism
- Management/Administration
- ➤ Marketing

# WHILE AT THE CONCLAVE...

- ▶ New Project Ideas
- **LAPs**
- > Speakers
- Business/Industry Soft Skills
- Networking
- > Certification Exams

# LEADERSHIP ATTITUDE PERFORMANCE (LAPS)

- ▶ Comprehensive Learning Modules
- Ready-to-use lesson plan
- Supports industry-validated performance indicators and competencies
- ▶ Focuses on leadership skills
- Career-Oriented

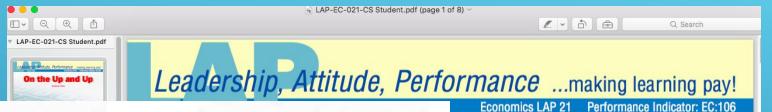
Link to LAPs website

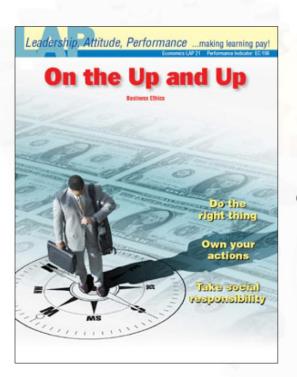


- Performance Oriented Lesson Plan
- Lessons, Case Studies, and Assessments
- \* Some DISCOUNTED PRICE (NOT FREE)
- \* Some FREE (Daniels Fund Ethics Initiative)

# LAP: "LEADERSHIP, ATTITUDE, PERFORMANCE"

## ON THE UP AND UP...AN LAP EXAMPLE





**Economics LAP 21** 

# On the Up and Up

**Business Ethics** 

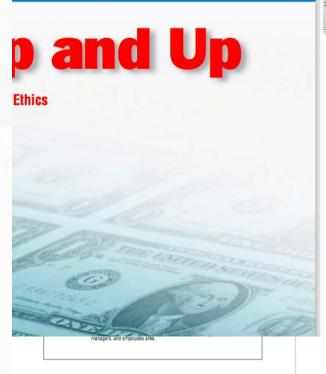
#### **Objectives:**



Explain the concept of business ethics.



Describe the impact of ethics on business organizations.



LAP-EC-021-SP © 3010, M9A Research and Carriculum Center®

On the Up and Up

Q Search All elements of the LAP modules are fied to DISCUSSION GUIDE (cont'd) instructional objectives. For many LAPs, the last objective is a skill, usually a cognitive skill, that provides instructions on how to perform a specific activity, process, procedure, or task. . Understanding business ethics Each LAP module contains a detailed Discussion A. What does it mean to be ethical? Guide, including both the key points of the content 1. In some situations, the answer may be cle and suggested discussion questions. Discussion questions are inserted throughout the lesson to 2. For instance, you know it's unethical to che enerate classroom discussion, encourage stu-3. In other situations, however, the line between dents to think critically, and to break the monotony can be blurry. 4. Example: The Discussion Guide correlates to the PowerPoin a. Working together with another student presentation software slides, indicated by the slide b. Your teacher didn't say not to, but she d icons on the left side of the pages. Corresponding transparencies are indicated by the numbers B. Ethics are the basic principles that govern your beside the slide icons. 1. Your personal code of ethics guides you to tough situations. 2. Business ethics, then, are the basic principles that govern a business's actions. 3. A business's code of ethics determines whether or not a certain action is acceptable for that business, especially if the consequences of that action might have a negative a. Employees b. Customers c. The community 4. Every business is responsible for creating its own code of ethics: however, most industries also have general ethical codes for all related businesses to follow. a. Journalists, for example, consider it ethical to protect their information sources b. Most hospital emergency rooms will treat any patient, regardless of his or her DISCUSSION #2: Ask students to give more examples of codes of ethics in specific C. Understanding business ethics isn't always the easiest task 1. Business ethics and personal ethics sometimes don't mesh perfectly, since: a. Different people within an organization may have different personal ethics. b. Ethics are not always clear-cut to begin with. On the Up and Up LAP-EC-021-SP ID 2010, MSA Research and Carriculum Center?



# FREE ETHICS LAPS

#### Free Ethics LAPs: Release Schedule

(Dates & LAP #s Subject to Change)

LAP#	LAP Title	Performance Indicator #	Level	Available
LAP-BL-163	Laying Down the Law (Complying with the Spirit and Intent of Laws and Regulations)	BL:163	cs	Now
LAP-CO-025	Well Said (Making Oral Presentations)	CO:025	SP	1.1.17
LAP-CO-017	Demonstrate active listening skills	CO:017	PQ	9.1.17
LAP-CR-017	Trust is a Must (Ethics in Customer Relationship Management)	CR:017	SP	Now
LAP-EC-106	On the Up and Up (Business Ethics)	EC:106	SP	Now
LAP-EI-006	EQ and You (Emotional Intelligence)	EI:001	PQ	1.1.17
LAP-EI-017	Assess for Success (Assessing Personal Strengths and Weaknesses)	E1:002	PQ	Now
LAP-EI-007	Stop the Madness (Conflict Resolution in Business)	EI:015	cs	2.1.18
LAP-EI-016	Lead the Way (Concept of Leadership)	E1:009	cs	Now
LAP-EI-022	Start the Revolution (Leading Change)	EI:005	cs	8.1.17
LAP-EI-023	Go With the Flow (Demonstrating Adaptability)	E1:006	cs	8.1.17
LAP-EI-019	It's a Group Thing (Consensus Building)	EI:011	SP	Now
LAP-EI-015	Stop the Madness (Conflict Resolution in Business)	EI:015	cs	Now
LAP-EI-021	Make the Honor Role (Acting Responsibly)	EI:021	PQ	Now
LAP-EI-027	D27 High Hopes (Developing an Achievement Orientation) EI:027		cs	1.1.18
LAP-EI-030	Have a Heart (Showing Empathy for Others)	EI:030	PQ	5.1.17
LAP-EI-033	Getting to Know You (Cultural Sensitivity)	EI:033	cs	12.1.17
LAP-EI-036	Everyone's Worthy (Treating Others with Dignity and Respect)	EI:036	PQ	Now
LAP-EI-037	Can You Relate? (Positive Working Relationships)	EI:037	cs	Now

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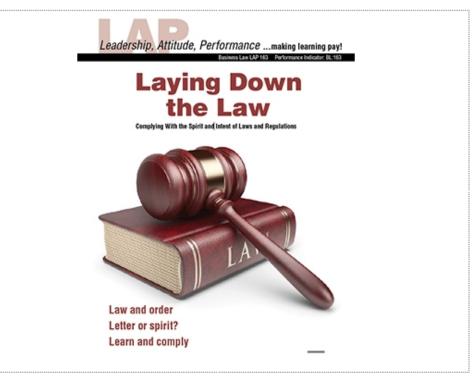
#### Search Results for "LAP-BL-163"

View

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#### Home > Learning Modules > LAPs >



LAP-BL-163, Laying Down the Law (Complying With the Spirit and Intent of Laws and Regulations)

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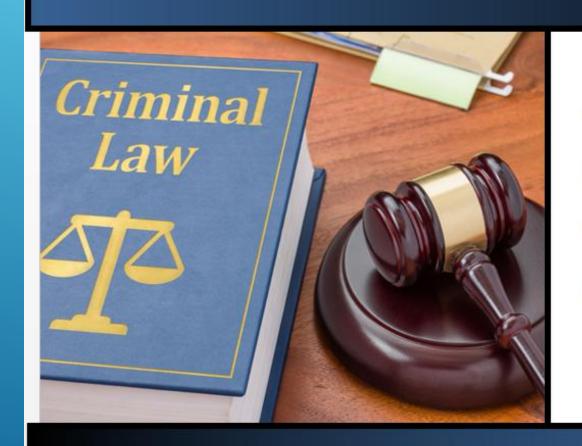








# Types of Law



- Common law
- Civil law
- Criminal law
- Administrative law

# Laws You Learn Through Your Career



- Nurses need to know health care privacy laws.
- Restaurant employees need to know food safety laws.
- Bloggers need to know copyright laws.



Customer Relations LAP 17 Performance Indicator: CR:017

**Student Guide** 

# Trust Is a Must

Ethics in Customer Relationship Management

#### Objectives:



Describe the importance of trust in customer/business relationships.



Discuss the ethics of handling customer information.



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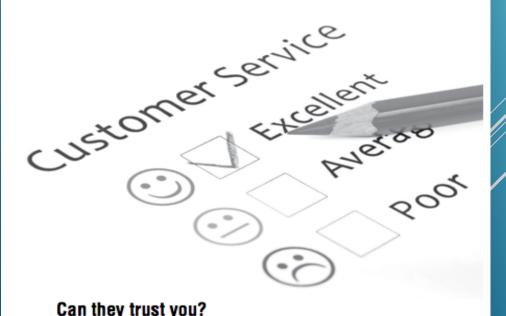
# It's a Trust Thing Information Overload Why bother learning about ethics in customer relationship management? What would you do? Make It Pay! Use what you've learned— 16 right now!

## Leadership, Attitude, Performance ...making learning pay!

Customer Relations LAP 17 Performance Indicator: CR:017

#### **Trust Is a Must**

Ethics in Customer Relationship Management



Can they trust you? Practice the principles Should you share?

GIDDE THIS

Emotional Intelligence LAP 17 Performance Indicator: EI:002

**Student Guide** 

#### 16 Page Color Document Web Links

## Assess for Success

**Assessing Personal Strengths** and Weaknesses

#### Objectives:



Explain the importance of recognizing personal strengths and weaknesses.



Identify personal strengths and weaknesses.



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#### **Table of Contents**



**Getting Personal** 



**Identifying Strengths** and Weaknesses



Why bother learning about assessing personal strengths and weaknesses?



What would you do?

2

#### 47 Page Document

- LAP Discussion Guide
- Links to Online Personality Assessments
- Practice Test and Key
- Post Test and Key
- 2 Individual Activities
- 2 Group Activities

#### Leadership, Attitude, Performance ...making learning pay!

Emotional Intelligence LAP 17 Performance Indicator: El:002

### **Assess for Success**

Assessing Personal Strengths and Weaknesses

Help yourself
Nobody's perfect
Who's your role model?



Student Guide

Emotional Intelligence LAP 16 Performance Indicator: El:009

## **Lead the Way**

**Concept of Leadership** 



Who are the leaders in your life? Your parent or guardian, your teacher, your coach, or your

supervisor at work? On the flip side, to whom are you a leader? A younger sibling, your classmates, or another employee at your job?

Leadership is important in many areas of life. We rely on strong leaders for ourselves and, often, others rely on us for leadership as well. The need for good leadership is especially evident in the workplace. Every organization needs strong leadership to achieve and sustain business success. Learn more about the significance of leadership and what it takes to be a leader.

#### **Objectives**

A Explain the importance of leadership.

Describe characteristics associated with leadership.

#### Taking the Lead

Leaders are everywhere. They are people who help guide the decisions we make, people we can look to for inspiration. They might be well-known, famous people or people who are close to us. Just as a country's president may inspire its people, your department manager may inspire you-to work hard, to achieve your goals, to give your best effort every day. All leaders have certain qualities that make people willing to listen to their opinions, take their advice, or follow their examples. Simply put, a leader is an individual with the ability to guide or direct the actions of others in a desired manner to achieve goals. As you might imagine, this ability is very important in the business world.



▲ Leaders have the ability to guide or direct the actions of others— an important skill in the business world!



Click this link to check out profiles for 50 extraordinary world leaders, as determined by Fortune: http://fortune.com/worlds-greatest-leaders/.

Emotional Intelligence LAP 19 Performance Indicator: El:011

# It's a Group Thing

Consensus Building

What's the problem?

It's about equality

Everybody's got an opinion



#### RATING SCALE

Directions: Circle the appropriate value.

	Poor	Fair	Good	Excellent
1. Identified the problem		2	3	4
2. Laid the groundwork for successful consensus building		2	3	4
3. Chose a consensus-building method		2	3	4
4. Assigned roles	0–1	2	3	4
5. Shared ideas		2	3	4
6. Chose ideas for discussion		2	3	4
7. Discussed and revised idea list		2	3	4
8. Created a list of alternatives to discuss		2	3	4
9. Discussed alternatives		2	3	4
10. Selected from remaining alternatives	0-1	2	3	4

Emotional Intelligence LAP 21 Performance Indicator: El:021

### Make the Honor Role

Acting Responsibly

A recipe for responsibility

Do the right thing

Know how to behave?



#### THE RECIPE FOR RESPONSIBILITY

Directions: The recipe for responsibility is made up of five essential elements—honesty, compassion/respect, fairness, accountability, and courage. For each of the following situations, identify the element or elements of responsibility being displayed. When you have finished the activity, obtain feedback from your instructor.

- You share a car with your sister. All week you've been planning to take the car out on Friday
  night with your friends. Then on Friday afternoon, your sister's friend's grandmother passes
  away. Even though it's your turn to use the car, you let your sister take it so she can drive over
  to her friend's house and comfort her.
- Several of your friends are smokers. On the weekends, they try to get you to smoke cigars, telling you they're not as bad for you as cigarettes. You know that isn't the case and refuse to light up, even if you're the only one not smoking.
- You had planned to study all weekend for your history test, but then your cousin came for an
  unexpected visit. You spent all weekend with him, and on Monday morning when the test arrives, you're unprepared. It's easy to see the answers of the person sitting in front of you, but
  you decide not to cheat.
- 4. Your school just got a new foreign exchange student. Everything about her is really different from you and your classmates—the way she looks, talks, acts, and dresses. A lot of your friends make fun of her, but you decide to get to know her and invite her to sit with you at lunch.



Emotional Intelligence LAP 36 Performance Indicator: EI:036

**Student Guide** 

# Everyone's Worthy

**Treating Others With Dignity and Respect** 

#### **Objectives:**



Describe ways in which people differ.



Demonstrate procedures for treating others with dignity and respect.



# Table of Contents A Different World 2 Steps to Respect 14 Why bother learning about treating others with dignity and respect? What would you do? 9

#### SCAVENGER HUNT: HOW DIFFERENT ARE WE?

NAME:	
1.	Plans to obtain a four-year college degree
2.	Has more than four brothers and sisters
3.	Maintains at least a 3.0 GPA
4.	Is the oldest student in this class
5.	Has at least one parent who was born outside the United States
6.	Was born in another country
7.	Has been working in his/her present job for at least one year
8.	Is new to the school
9.	Plays a musical instrument
10.	Is an only child
11.	Is taking a foreign language class
12.	Goes to the movies at least twice a month
13.	Is the youngest student in this class
14.	Has a friend who is a member of a different race
15.	Likes to spend time with a senior citizen
16.	Likes to be part of a team
17.	Likes to read
18.	Plays a high school sport
19.	Is the tallest student in this class
20.	Has traveled to another country

LAP-EI-036-PQ @2016, MBA Research and Curriculum Center®

Everyone's Worthy 29

Emotional Intelligence LAP 37 Performance Indicator: E1:037 Student Guide

# Can You Relate?

#### **Fostering Positive Working Relationships**

#### **Objectives:**



Describe the importance of positive working relationships.



Describe three basic management styles commonly encountered by employees.



Demonstrate how to foster positive working relationships.



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#### **Table of Contents**



**People Who Need People** 

2



Supervisors: That's How They Roll 6



Why Can't We All Just Get Along? 13



Why bother positive wor



What wo

#### MANAGER PROFILE CARDS

#### Authoritarian

- Take command of the group.
- 2. Do all the planning for the group.
- 3. Give very specific instructions to other group members.
- 4. Handle all problems.
- Make all decisions.

#### Democratic

- 1. Seek advice from other group members.
- Encourage everyone to participate in planning, decision making, and problem solving.
- Share your authority.

#### Laissez-Faire

- Give only general guidance.
- 2. Avoid giving specific instructions.
- Allow group members to work independently.
- 4. Encourage initiative and creativity.



Emotional Intelligence LAP 45 Performance Indicator: El:045

**Student Guide** 

# Team Up

#### **Participating as a Team Member**

#### **Objectives**



Explain the nature of teams and teamwork.



Demonstrate techniques for participating as a team member.

#### **Table of Contents**



**Together Everyone Achieves More 2** 



**Teamwork in Action** 

Why bother learning about participating as a team member?



What would you do?

#### WHAT'S THE SITUATION?—ANSWER GUIDE

#### Scenarios

6

- D 1. Ed always arrives on time and is prepared for team meetings.
- A 2. Amy congratulates her basketball teammates when they score.
- B 3. Quinton feels confident mediating conflicts between his fellow student council members.
- C 4. After Wendy became unexpectedly ill and missed a week of work, her teammates picked up some of her responsibilities.
- B 5. Trisha admits that she made a poor decision to spend less time researching for her group's proposal than she should have.
- D 6. Yolanda practices extensively so she will be prepared for her flute choir's performance.
- C 7. When Isaiah's boss calls him into work when he wasn't scheduled, he agrees to come and shows up on time.
- A 8. Even though Ricardo doesn't always like group projects, he greets his team members with a smile and is enthusiastic about working with them.

Teamwork Qualities and Skills

- A. Good attitude
- B. Management skills
- C. Adaptability
- D. Reliability



Leadership, Attitude, Performance...making learning pay!

Emotional Intelligence LAP 75 Performance Indicator: EI:075

Student Guide

# It's Up to You

#### **Taking Responsibility for Decisions and Actions**

#### **Objectives:**

Explain the need for taking responsibility for decisions and actions.



Take responsibility for decisions and



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#### Table of Contents **Responsibility Matters** 2 **Take Control** 9 2 Why bother learning about taking responsibility for decisions and actions? What would you do? 8

#### Leadership, Attitude, Performance ...making learning pay!

Student Guide

Emotional Intelligence LAP 75 Performance Indicator: El:075

# It's Up to You

Taking Responsibility for Decisions and Actions



Consider the following situation: Your parents have promised you a trip to the beach at the end

of the school year, but when the time comes, your brother is sick, and you aren't able to go. How will you handle the situation? You could get angry and upset, velling at your parents about the change in plans. Or you could be understanding and sympathetic, letting your family know that you'll be excited for the trip whenever it can be rescheduled.

Here's another scenario: You're working with a group on a science project. Your part is due tomorrow, and if it's not completed, the group can't move forward. You want to go to the movies, but you know that if you do, you probably won't finish your part of the project on time. You could go to the movies and allow the group project to fall behind schedule. Or you could stay home and complete your work.

In both of these cases, you have a choice to make. You can act responsibly or irresponsibly. The ability to demonstrate responsibility in your decisions and actions is a skill that you simply can't get through life without. Read on to learn more about what responsibility is, how it benefits you, and how you can learn to take responsibility.

#### **Responsibility Matters**

You've probably heard phrases such as "Be responsible!" or "Take responsibility!" hundreds of times in your life. But have you ever stopped to think about what responsibility really means? Taking responsibility is:

- Understanding that you—and only you—are in control of the decisions you make and the actions you take
- · Refusing to blame others for the consequences of your decisions and actions
- . Keeping the commitments that you have made to yourself and others
- · Developing the strength and determination necessary to make the right decisions and take the appropriate actions



▲ Responsibility sometimes means sacrifice. There are times when being responsible means working late or giving up your personal time for the good of your organization.

#### **Objectives**



A Explain the need for taking responsibility for decisions and actions



B Take responsibility for decisions and actions.

# Rules to Live By

**Nature of Ethics** 

#### Objectives:



Explain the concept of ethics.



B Describe ethical principles.



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# **Table of Contents** Do the Right Thing **Principles of Ethics** Why bother learning about the nature of ethics? What would you do? Make It Pay! Use what you've learned—right now! 15

Emotional Intelligence LAP 124 Performance Indicator: El:124

# What's the Situation?

Reasons For Ethical Dilemmas

Under pressure
Who's your role model?
Don't get greedy!



# Reasons Behind Ethical Dilemmas **Pressure from others** "Pressure to Act Unethically **Looms Over Wall Street, Survey Finds:**" http://www.npr.org/2015/05/19/4080 10692/pressure-to-act-unethicallylooms-over-wall-street-survey-Hiroko Masuike/Getty Images News/ Ponzi Scheme Investor Bernie Madoff Appears In Federal Court

# IAP

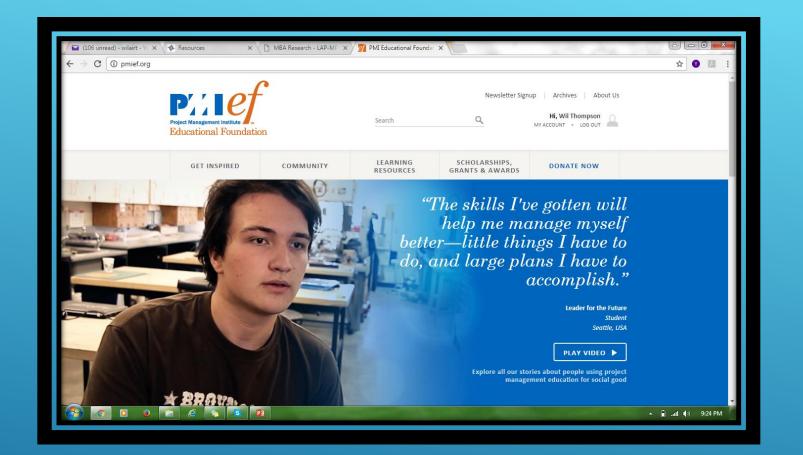
Directions: Circle the appropriate value.

	Poor	Fair	Good	Excellent
Identified and explained which ethical principles are most important to consider in this situation.	0–1	2	3	4–5
The plan included steps to				
2. Identify the dilemma	0-1	2	3	4–5
3. Get the facts	0-1	2	3	4–5
4. Figure out who's affected	0-1	2	3	4–5
5. Consider all your potential actions	0-1	2	3	4–5
6. Check your gut feeling	0-1	2	3	4–5
7. Make and implement your decision	0-1	2	3	4–5
8. Reflect on the outcome	0-1	2	3	4–5

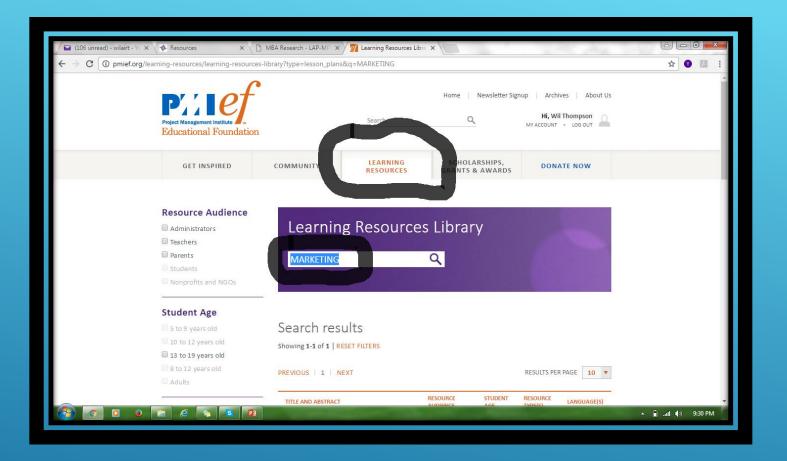
# A\*S\*K CERTIFICATION EXAMS

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- o Available Exams:
  - Fundamental Business Concepts
  - Fundamental Marketing Concepts
  - Concepts of Finance
  - Concepts of Entrepreneurship and Management

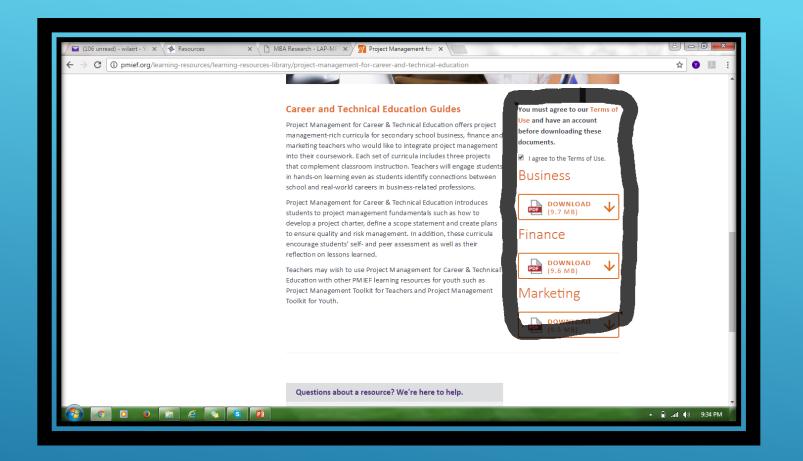
Link to Exam Content and Indicators



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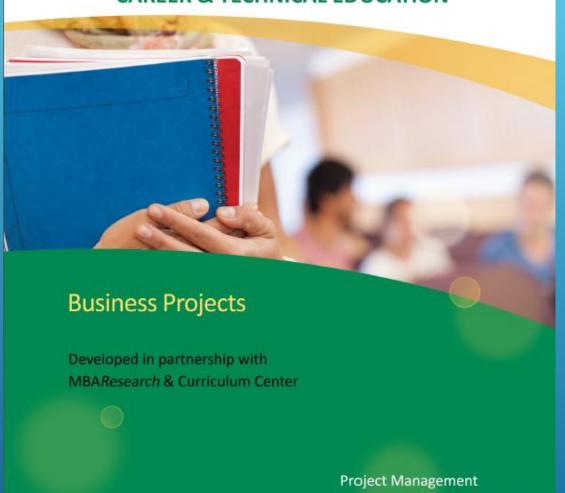
SEARCH FOR PROJECT MGMT RESOURCES



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#### PROJECT MANAGEMENT FOR **CAREER & TECHNICAL EDUCATION**



for Social Good.

#### **Treating People Right: Guiding Questions**

#### Audience: Human Resources Professionals

#### Examples of Human Resources (HR) Professionals:

HR generalists, benefits administrators, labor relations managers, training managers, and compliance specialists

- 1. What methods of monitoring employee activities (e.g., email, social media, phone conversations, etc.) are legal? What methods are illegal?
- 2. What legal responsibility do businesses have in protecting employees' personal/private information (e.g., social security numbers, medical information, etc.)?
- 3. What legal protections do whistleblowers possess?
- 4. What laws and regulations focus on the health and safety of employees in the workplace?
- 5. What are a business's responsibilities in protecting employees' health and safety on the job?
- 6. What are businesses legally required to do if a worker is injured on the job?
- 7. What are businesses legally required to provide to employees with disabilities?
- 8. What law specifies businesses' responsibilities related to employees with disabilities?

#### Treating People Right: Workplace Regulations Briefing

Examples of these reasonable accommodations include acquiring or modifying equipment so that disabled workers can perform their job duties, reassigning disabled workers to other positions for which they are better qualified, or making facilities accessible to and usable by individuals with disabilities (e.g., handicap-friendly).

Regulations Affecting Workplace Access However, employers aren't required to make reasonable accommodations if the disabled workers are not otherwise qualified for their jobs, if the employer isn't aware of the disability, or if making accommodations would impose an "undue hardship" (e.g., excessive cost) on business operations.

For more information on the ADA, go to the ADA official website at <a href="http://www1.eeoc.gov/eeoc/publications/adaqa1.cfm">www.ada.gov</a> or the U.S. Equal Employment Opportunity Commission's frequently asked questions about the ADA at <a href="http://www1.eeoc.gov/eeoc/publications/adaqa1.cfm">http://www1.eeoc.gov/eeoc/publications/adaqa1.cfm</a>.

# Initiating the Project: Stakeholder Register

## **Roles and Responsibilities**

Name	Role in Project	Skills/Strengths	Responsibilitie s
Example: Gary Harris	Project Team Member	Attention to detail; writing	Research; Lead writer
Jordon Honn	Project Team member	Do what is asked, Listen to group members, work well with others	Research
Jared Anderson	Project Team Member	Research, paying attention, Organization	Research
Nathan Leininger	Project member	Making good looking slides, organization	Prezi Presentation
Kennady King	Project Team Member	Presenting, Research, Organization, Creative	Research and Website Concept

### Initiating the Project: Stakeholder Register

Milestone/ Process	What Worked Well	What Didn't Work	Recommende d Improvement s	What We Learned
Prezi	Having multiple group members on at once.	nothing	none	Short and sweet is all you need
Website	We used wix.com and it was easy to create a profesional looking website.	Having multiple people working on it at once.I think wix.com is still working on that feature so when more than 2 people were on at once it froze.	None.	To have an effective website appearance should be just as important as information.

# How Should I Protect My Employees Health & Safety At The Workplace?

Resonsibilities

Laws & Regulations.

Health and Safety for your employees should also be a top priorty for any management of any business. The Department of Labor has created a set of standards which every employee and employer ought to follow. There are many reprucussions if this standards are not followed. Under the Health & Safety tab above you will find a drop down menu that has 3 seperate sections. The tabs can also be found on the left hand side. I urge you to check each of those sections to ensure you know your responsibilities as well as all the laws and regulations when it comes to YOUR health and Safety. Every Employee has a right to a clean healthful working envornment.

#### The Business Five: Teacher Guide

- Identify tentative occupational interest (PD:023) (CS)
  - a. Define the terms interests and aptitudes.
  - b. Explain reasons for selecting occupations that match one's interests and aptitudes.
  - Describe the importance of comparing and evaluating information about occupations.
  - Explain the reasons for narrowing the choice of occupations when developing a career path.
- Discuss employment opportunities in business management and administration (PD:297, LAP-PD-019) (CS)
  - Identify types of businesses that offer careers in business management and administration.
  - Describe the nature of occupations in business management and administration (e.g., corporate/general management, human resources management, operations management, business information management, administrative services).
  - Explain traits and skills needed for success in business management and administration.
  - Describe potential earnings for employment in business management and administration.
  - e. Discuss the outlook for employment in business management and administration.
- Explain the need for ongoing education as a worker (PD:033) (PQ)
  - a. Explain the benefits associated with the ongoing education of employees.
  - b. Identify training provided by companies for their employees.
  - c. Identify external sources of employee training.
  - d. Explain the types of external training available to employees.
  - e. Describe occasions when employees need training,
- Explain possible advancement patterns for jobs (PD:034) (PQ)
  - a. Define the following terms: job, career, occupation, job promotion, and seniority.
  - b. Distinguish among occupations, jobs, and careers.
  - c. Explain the value of entry-level job positions for beginning workers.
  - d. Identify reasons promotion opportunities arise.
  - e. Explain why a job change may be necessary for workers to advance.
  - f. Describe the role of seniority in job advancement.
  - g. Compare and contrast promotion opportunities among occupations and industries.

Create a WiX site!

#### OVERVIEW

Administrative services managers plan, direct, and coordinate supportive services of an organization. Their specific responsibilities vary, but administrative service managers typically supervise activities that include recordkeeping, mail distribution, and office upkeep.

#### RESPONSIBILITIES

- Supervise clerical and administrative personnel
- Set goals and deadlines for their department
- Develop, manage, and monitor records
- Recommend changes to policies or procedures in order to improve operations, such as changing what supplies are kept or how to improve recordkeeping
- · Plan budgets for various operations
- Ensure that facilities meet environmental, health, and security standards and comply with government regulations

#### A Tale of Two Countries: Teacher Guide

- Describe the economic impact of inflation on business (EC:083, LAP-EC-028) (SP)
  - Define the following terms: inflation, inflation rate, deflation, Consumer Price Index, standard of living, targeted inflation rate, and price stability.
  - b. Describe causes of inflation.
  - c. Explain how inflation impacts the economy.
  - d. Describe the relationship between price stability and inflation.
  - e. Explain problems associated with deflation.
  - f. Discuss reasons why the inflation rate should be above zero.
  - g. Explain how businesses can use the Consumer Price Index.
  - h. Discuss the purpose of the Consumer Price Index (CPI).
  - i. Describe how the Consumer Price Index is determined.
  - Identify the major kinds of consumer spending that make up the Consumer Price Index.
  - k. Explain how the Consumer Price Index is used to find the rate of inflation.
  - Describe limitations on the use of the Consumer Price Index.
- Explain the concept of Gross Domestic Product (GDP) (EC:017, LAP-EC-001) (SP)
  - a. Define the following terms: gross domestic product (GDP), personal consumption expenditures, gross private domestic investment, government purchases of goods and services, net exports of goods and services, trade deficit, trade surplus, uncounted production, underground economy, and double counting.
  - b. Identify the categories of goods and services that make up GDP.
  - c. Describe problems encountered in calculating GDP.
  - d. Explain the importance of a country's GDP.
  - e. Describe ways to increase GDP.
  - f. Describe how the government responds to changes in GDP.
  - g. Describe ways that businesses respond to changes in GDP.
- Discuss the impact of a nation's unemployment rates (EC:082, LAP-EC-029) (SP)
  - Define the following terms: unemployment rate, frictional unemployment, structural unemployment, cyclical unemployment, seasonal unemployment, technological unemployment, and full employment.
  - b. Discuss individual costs of unemployment.
  - c. Describe economic benefits of unemployment
  - d. Explain theories of the causes of unemployment.
  - e. Explain why the unemployment rate understates employment conditions.
  - f. Describe the costs of unemployment for a nation.

# COFFEE IN BOTH COUNTRIES

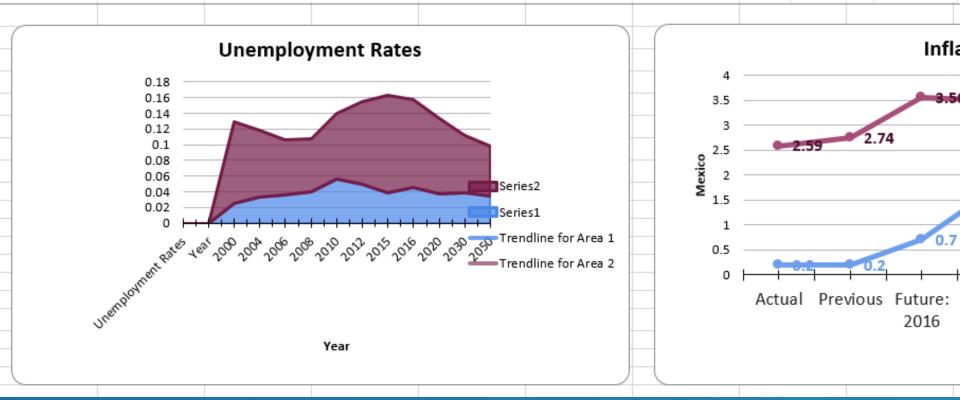
# **Italy**

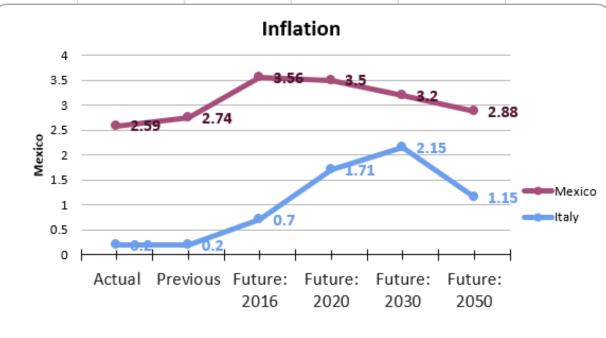
# Mexico

- Espresso
- Cappuccino
- Macchiato
- Latte

- Black Coffee
- Espresso



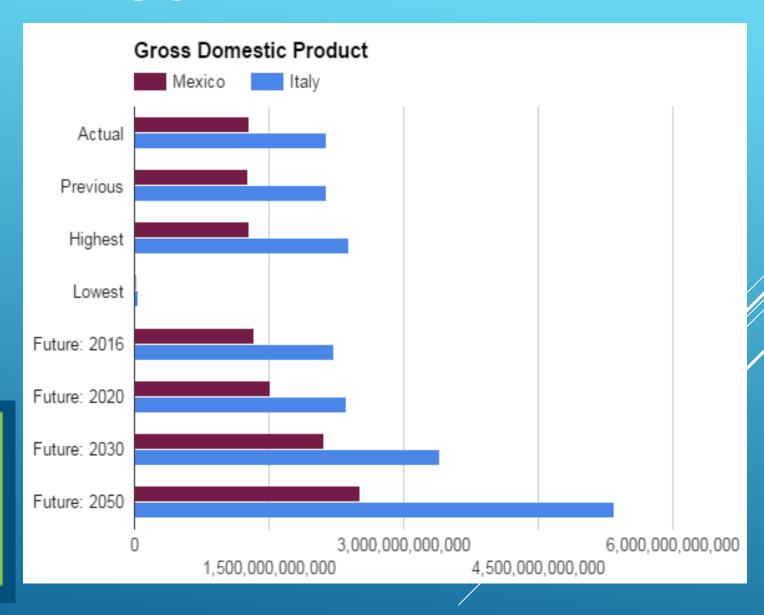




# GDP OF ITALY AND MEXICO

	Mexico	Italy
Actual	1,282,720,000,000	2,144,340,000,000
Previous	1,262,250,000,000	2,136,950,000,000
Highest	1,282,720,000,000	2,391,880,000,000
Lowest		40,390,000,000
Future: 2016		
Future: 2020	1,512,000,000,000	2,358,000,000,000
Future: 2030		
Future: 2050	2,512,000,000,000	

- GDP is usually used to measure economic progress
  - But with GDP, if your richest 100
    people get richer, your GDP
    rises, but most of your citizens
    are just as badly off as they were
    before.
- Gives an idea whether the economy is expanding or contracting



# MEXICO OR ITALY?

# <u>Italy</u>

- higher inflation and unemployment rate
  - but dropping
- ☐ growing GDP
- coming out of a recession
- □ economy better equipped for a new business such as PT/s



- TEACHER EDUCATION CERTIFICATION
- STUDENTS CAN EARN COLLEGE CREDIT
- > CURRICULUM PROVIDED
- > STUDENT COMPETITIONS FOR CASH PRIZES (\$3,000 1<sup>ST</sup> PRIZE!)

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# QUESTIONS?

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PMIEF (Project Management Institute Educational Foundation) Pilot School Samples Courtesy of Washburn Rural High School Brian McFall, Washburn Rural High School mcfalbri@usd437.net