

Characteristics of Leadership

Introduction to Business & Technology

Unit	
Unit 4 - Leadership and Management	
Title/Topic	Duration
Functions of Management	2.5 hours
GPS Standard/Element	Common Core GPS
<p>BMA-IBT-4 Analyze and integrate leadership skills and management functions within the business environment.</p> <p><input type="checkbox"/> 4.2 Define, explain and apply various management functions including planning, organizing, directing, and controlling.</p>	<ul style="list-style-type: none"> • ELACC9-10SL1: Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9–10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively. • ELACC9-10SL2: Integrate multiple sources of information presented in diverse media or formats (e.g., visually, quantitatively, orally) evaluating the credibility and accuracy of each source.
Procedure/Instructions	<p>1. Each group in class will research and discuss why their function of management is the most important to an organization while their partner covers leadership traits. The group must create a “campaign” with visual aids (newsletters/brochures/publications) using MS Publisher or PowerPoint. Differentiated instruction used by outcome/product. The students are grouped by learning style and given a list of projects. They can choose a project that reflects their learning style.</p>
Microsoft IT Integration	<p>Microsoft Word PowerPoint Microsoft Publisher</p>
FBLA Integration	<p>Future: 7,20 Business: 27</p>
Notes	<p>The purpose of this unit is to understand the importance of being an effective leader/manager in a business setting. Students will explore what managers do, their responsibilities and why their role is essential to the success of a business.</p>

Characteristics of Leadership/ Functions of management Campaign

Differentiated instruction based on Learning Styles

IBT-4: Analyze and integrate leadership skills and management functions within the business environment.

4.2 Define, explain and apply various management functions including planning, organizing, directing, and controlling.

Requirements	Possible Points	Total Points
Title of given function of management, IBT standard and list names of group members	10	10
<u>Define</u> your given function of management	20	20
<u>Explain</u> in detail your given function of management	20	20
Give 3 examples of how businesses <u>apply</u> your given function of management within their organization	20	20
Convince the audience that your given function of management is the most important to an organization	10	10
Visual Aid using Word 2010 or PowerPoint 2010	20	20
Total	100	100

Groups will be formed by their learning styles. Each group is responsible for research and discussion of why their given function of management is the most important to an organization. Your group must create a “campaign” with visual aids using Publisher or PowerPoint and a spokesperson.

Member Name: Ashlynn Hayes

100/100 on your Newsletter!!!

What a great job! I like each of the characteristics that were chosen and you did a great job of using MS Publisher to create your newsletter. I especially liked the variety of image types that you implemented. So many students, if too lazy, try using clipart all the way through. Good use of images and vector graphics!

Your information was current and thought out.

10 CHARACTERISTICS OF LEADERSHIP

Ashlynn Hayes

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Special points of interest:

- Confidence
- Passion
- Focus
- Positivity
- Creativity
- Honesty

Confidence

When it comes to leadership, in my opinion, Confidence is one of, if not the most important trait. Even besides leadership, confidence is always important. Lets say your giving a business proposal to possible investors, do you think they'll want to invest if you're shaking or biting your nails and looking down at your feet the whole time? Confidence gives you the drive to work hard and be proud of what you do. If your looking for investors you need to be

confident in you're business. If you're trying to sell a product you need to be confident in your product. If you're trying to sell something like insurance you need to be confident in the service you are providing. I believe confidence is tied with charisma, being confident can positively affect others but do know theirs a difference between confident and cocky. If you look at any CEO of a fortune 500 company or successful

businessman or self made entrepreneur, nine times out of ten, they're confident people. Confidence can help you in not just business but life in general.



Passion

Passion is a trait that is universally helpful. You need to always be passionate about what you are doing, it will make you want to work more and harder and make your task more enjoyable and less of just something you "have to do." In every good leader there is passion for their task at hand, it is always important to care about what you are doing so it gets done the right way. Many people in

high school say "I wont need any of this in life," and drop out ruining their free education. High school grades can get you scholarships to go to colleges where you can study in the field you want and make it into a career. Sure you may not need to know that the mitochondria is the powerhouse of the cell but knowing this broadens your spectrum of knowledge and you need to learn for the test you

will have to take over the subject, which will grant you good grades if you try hard, which can get you a free ride or some help attending a great college where you can study and learn whatever you want and graduate making it easier for you to get the job that you want, also even a high school diploma if necessary in many fields, Companies want to hire well educated individuals.

Focus



Focus is a key trait for a leader. Being able to focus and put all your efforts into a single task and not be distracted easily, is a very useful thing to have. Focus is especially important in a field where deadlines are a common occurrence. Lets say you work at a investment firm where you predict market changes and tell everyday people what they should invest in and theirs a company that you need to do a full

overview on in one night to see their growth rate and if they would be a good investment for your clients, being focused would be key for completing this task, you should stop for a snack, then stop for a TV break or anything along those lines, you should focus, complete your work and make sure your ready for the day ahead. In anything really focus is a great trait to have. Being focused, your tasks will get done much

quicker and much better. Maids to Stock brokers on wall street could both be positively affected by being a focused person, in order to increase focus you could do a few things such as turn off near TVs or turn off your cell phone if it is not currently necessary.

Positive

“Be on your guard; stand firm in the faith; be courageous; be strong.”

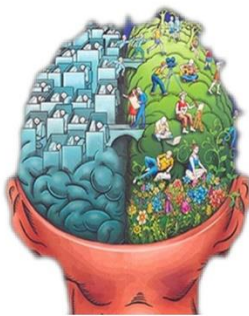
1 Corinthians 16:13

Positivity is always a great trait to have, not just in leadership, but in everyday life. Being a positive person can make you better to be around and positively affect others attitudes and outlooks. If you're on a team and have to complete a complicated task together, would you want a pessimistic leader who constantly complains

that the task at hand is “too hard” or do you want a positive leader who encourages the team to work together to figure it out? Even if there is no group task or team, being positive will make your life better in general and people will want to be around you more, would you want to be around someone con-

stantly complaining about their life and or everything they don't like or understand? When your positive you have a “I can do it” attitude, much better to have than a pessimistic “cant” attitude.

Creative



Creativity can be important in many situations such a creative problem solving and just thinking outside the box in general. Extremely creative people seem to have other strong traits alongside the prior. In my opinion and the opinion of many articles creative people do things such as being curious about any-

thing and everything and always asking questions and wanting to understand which could bring along expertise in their field of interest. Another thing they commonly do is come up with many solutions to a single problem some being “outside of the box.” Another believed trait of these kinds of people is that they are

large risk takers. One more trait is confidence, they don't care what's “normal” and aren't scared of standing out or being different, its something they want and it's great to have someone who doesn't care about how they are perceived, they just do what they need to.

Communication

Great leaders need to have great communication skills. I have a few ways you can be a great communicator, number 1, always be honest and truthful with your group or audience, losing trust would not be ideal. Secondly, be personal don't make your words sound like corporate commands, if possible call your employees/group/followers by their names to help build a relationship and always

take a look at something through their eyes. Next, be simple, people don't want to not understand and feel dumb because your speaking is too complicated or confusing, make sure everyone can understand what you're saying and understand the meaning completely. The most important one in my opinion is, know what you are talking about thoroughly. You don't want to be speaking then proved wrong

by a listener, you will look quite foolish and in my opinion lose a little respect. I believe the prior goes along with don't be a egoist know it all while you're speaking, people would want an average person such as themselves in your position over some guy who thinks he's better than all of them which can be taken away when trying to be a know it all.



Commitment

Commitment is important for leaders and everyday people. When people have a simple task or even a long term goal, you need to commit to completing it. Most people in high school have problems with this, lets say you have a project due in two weeks, most average high school students will put this off

until the last second, they wont commit to completing it. When a deadline is set even if it's a month or so away, you should go ahead and do it in case something comes up and so you will have time to do it thoroughly and do a good job. If you're the leader of a group and you have a group task to complete but you don't com-

mit or put effort into it, do you think your group will? Its always important to be a good example that they can follow and not a "slacker."



“Commit your works to the Lord, and your thoughts will be established.”

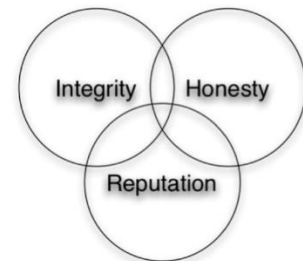
Proverbs 16:3

Honest

Being honest is very important in business as well as life in general. Without honesty how can people or business partner trust you. You want to always be honest to gain trust of employees, partners and people. Don't forget that people don't like liars. People like being

able to now you'll do what you say you will, or know that your not hiding anything. If you put false numbers into a business report to make yourself look better, how can people trust any future statistics. If you cheat of your partner in a relationship and swear you didn't, how can they trust

you. If you do all this people will know you're a liar and they wont trust you or like you because who wants to have friends that you cant trust?



Respect

Being respectful and being respected are both very, very important in the business world. Being respectful to others is something you should always do to everyone, especially business partners. People want to be respected and deserve that from you unless they're absolutely deplorable. You also want to be respected in the business world, you

want to build a name for yourself and make sure it's a positive one. People will look at your past so always think about the future before you do something that could harm you in future business ventures. Lots of people do not want to do business with someone who isn't respected by their peers or by other members in the business world. If you've

done scummy things that caused people to lose respect for you in the past, what makes them believe that you wouldn't do it again? In conclusion, always respect others and act in a way that could be respected by others.



Accountable

Accountability is very important for a leader to have. No one likes being blamed for others mistakes. Lets say you have to come up with a report of proposal as a group and someone messes up, that person should have accountability and take responsibility for their actions. People will be happier that you made a

mistake and took responsibility than if you tried to place blame on others. If you ever mess up, always take responsibility for it. People like someone they know will always come forward when they know they're at fault. You need to always take responsibility when you're the leader of a project, always remember

you have a reputation. Don't go slapping your name on anything and everything, you need to work your hardest on anything that will represent you. You only get one name so don't turn it into a bad one.



Explanation

This newsletter was created for the purpose of informing the reader on important traits for a leader to possess. These 10 traits are confidence, passion, focus, positivity, creativity, communication, commitment, honesty, respect

and accountability. With all of these traits you could make it a long way in the business world. If you follow all of these you will be respected and most likely, liked by your peers.

