

Lesson Plan– CE-Oh!  
 Module 12: Managing Your Business

<p><b>Class Description</b></p>	<p>This is the twelfth module in the CEOh! Be Your Own Boss series. Learners have created a solid vision of the type of business they would like to create and in the most recent learned about business expenses. Recent modules have been focusing on the financial aspects of starting and maintaining a business. In this lesson, we will continue to focus on finance by learning about financial reports.</p>
<p><b>Objectives</b></p>	<ul style="list-style-type: none"> <li>● Identify management functions and define leadership styles</li> <li>● Given a scenario identify and create an organizational structure for a business</li> <li>● Determine the differences between planning strategies used to accomplish your business goals</li> <li>● Identify actions or benefits you can offer that can create a healthy business environment</li> </ul>
<p><b>National Entrepreneurship Standards</b>  <a href="#">Standards</a></p>	<p>F.23 Assess factors affecting a business’s profit        G. Complete financial instruments        G.20 Maintain financial records        G.21 Read and reconcile financial statements        G.22 Correct errors with accounts        I.04 Prepare an estimated/projected balance sheet        I.05 Calculate financial ratios        I.21 Determine a business’s value        I.29 Supervise/implement regular accounting procedures and financial reports</p>
<p><b>National Entrepreneurship Standards: Career Competencies</b>  <a href="#">Standards</a></p>	<p>Flexibility &amp; Adaptability</p>
<p><b>Common Career Technical Core Standards</b></p>	<p>BM.1 Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision-making in business</p>

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<p><a href="#">Overview Standards</a></p>	<p>BM.3 Explore, develop and apply strategies for ensuring a successful business career</p> <p>BM.5 Plan, monitor, manage and maintain the use of financial resources to ensure a business’s financial wellbeing</p> <p>BM-MGT.8 Create strategic plans used to manage business growth, profit and goals</p>	
<p><b>Vocabulary</b></p>	<p>Authoritarian leadership style            Company Image            Controlling            Delegating leadership style            Democratic leadership style            Directing            Interpersonal skills            Line-and-staff organization            Line organization            Management</p>	<p>Operational plan            Organizational structure            Organizing            Planning            Project organization            Quality control program            Strategic plan            Tactical plan            Team building            Workplace climate</p>
<p><b>Prior to Class</b></p>	<p>Learners will have participated in all previous modules of this course            Learners will have identified a viable business opportunity to create apply their learning to.</p>	
<p><b>Links and Materials</b></p>	<p>Terms and definitions            Sample Organizational Charts</p>	
<p><b>Delivery Method</b></p>	<p>e-Learning</p>	
<p><b>Duration</b></p>	<p>60 min</p>	

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<b>Lesson 1: Management Functions and Leadership Styles</b>
<b>Learners will be able to Will Be Able To (LWBAT):</b> Identify management functions and define leadership styles  <b>Activity:</b> Learner will introduced to management and the planning functions that are typically assigned to managers at various levels  <b>Activity:</b> Learner will review three prevalent directing styles (authoritarian, democratic, and delegating)  <b>Activity:</b> Learner will answer 2 of 2 knowledge check questions correctly (Knowledge Check Questions 1 and 2)
<b>Lesson 2: Organizational Structure</b>
<b>LWBAT:</b> Identify and create an organization structure for a business  <b>Activity:</b> Learner will be provided with an explanation of line organizations, lineand-staff organization, and project organization structures with examples provided for each  <b>Activity:</b> Learnerswill be provided with an example of how structures are used in the real world along with visual representations  <b>Activity:</b> Learner will answer 1 of 1 knowledge check questions correctly (Knowledge Check Questions 3 and 4).
<b>Lesson 3: Planning Strategies</b>
<b>LWBAT:</b> Determine the differences between planning strategies used to accomplish your business goals  <b>Activity:</b> Learners will be presented with multi-tiered planning information along with how these responsibilities are often dvided among staff at various levels in an organization  <b>Activity:</b> Learner will answer 1 of 1 knowledge check questions correctly (Knowledge Check Question 5).
<b>Lesson 4: Business Environment</b>
<b>LWBAT:</b> Identify actions that contribute to a healthy businessenvironment

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**Activity:** Learners will be provided with an explanation of workplace climates and the things that impact these environments as well as a focus on company image, interpersonal skills, and team building

**Activity:** Learners will use a calculator and an income statement to find the operating ratio percentage given an example

**Activity:** Learner will answer 1 of 1 knowledge check questions correctly (Knowledge Check Question 6).

**Knowledge Check and Reflection**

**LWBAT:** Answer 6 out of 6 review questions correctly

**Activity:** Knowledge Check – 6 questions

**Activity:** Compare and contrast the learner's definition at the beginning of the module with the answer they provide at the end of the module.

**Activity:** Create an example of strategic, tactical, and operation plans to fulfill your goal and include a chart of an organizational structure (whichever best suits your business) detailing the chain of command and which members of the chain of command will fulfill which parts of your plan. Afterward write a brief paragraph detailing how, once your goal is reached, it will impact workplace climate and/or company image.

**NOTE:** Providing a link to the instructor is not prompted in the online learning module. As an instructor it will be your responsibility to have the learners send you the links