

Ch 7 demo text

Chapter 7

Assignment guidelines from SNHU:

Competency

In this project, you will demonstrate your mastery of the following competencies:

- *Demonstrate effective management skills and practices in diverse, distributed, and collaborative work environments*
- *Explain the interrelatedness of the functions and forms of organizations*

Scenario

Imagine you are a new manager at the SNHU Pet Supply Company. The company has grown from a small, local pet-supply company into a large organization with locations in Manchester, New Hampshire and Denver, Colorado. It also employs remote staff. The manager you are replacing was with the team for two years and left on negative terms, which exacerbated an already concerning team culture.

You have been asked to present a management plan that addresses identified areas of concern, rebuilds the team's culture, and aligns organizational practices to leadership. Leadership has provided you with a management brief that outlines the key pieces of information you will need in order to make informed recommendations.

Directions

Use course resources and the information provided in the Project One Management Brief (located in the Supporting Materials section) to develop recommendations that will meet the needs of your new team and align with your organization's mission, vision, culture statement, and goals.

Use the Presentation Template to create presentation slides that highlight key pieces of information, and use the Speaker Notes Template to outline what you would say when presenting your recommendations in a future meeting with leadership. Both templates are located in the What to Submit section.

Specifically, you must address the following rubric criteria:

1. Team Management

A. Leadership and Management: Describe leadership and management practices that you feel would be best suited to manage the team. Explain why you believe these practices are in alignment with the organization's mission, culture, and goals, as well as how they would be effective in improving the team's culture.

B. Followership: Explain how you would leverage your strengths as a leader to strengthen the team's effectiveness and culture. Also explain how your strengths could be used to develop followership within your team.

C. Decision-Making Models: Describe decision-making models that you believe will be the most effective for the team and management approach and their alignment with the organization, as well as how they would be effective in improving the team's culture.

D. Emotional Intelligence: Describe considerations for ensuring your management practices are emotionally intelligent and inclusive of diverse perspectives, needs, and roles within your team. Explain why you believe they are in alignment with the organization and how they would be effective in improving the team's culture.

2. Communication and Collaboration Across Functions

A. Forms and Functions: Explain how the various forms and functions of the organization impact the team; also explain how the team impacts the various forms and functions across the organization.

B. Communication Practices: Describe the strengths and weaknesses of the current communication practices being used across functions, and recommend better ways to communicate that meet the organization's needs.

C. Organizational Mission, Vision, and Goals: Explain the general purpose of organizational missions, culture statements, and goals and what these three things say about the way an organization should operate. Take organizational structure, leadership and management approaches, and diversity and inclusion practices into account when considering an operation.

What to Submit

To complete this project, you must submit the following:

- *Template: Presentation Template PPT*
- *Your presentation should be between 7 to 10 slides in length, not including the title and references slides. Sources should be cited according to APA style.*
- *Template: Speaker Notes Template Word Document*
- *Use complete sentences to outline what you would say in a verbal presentation. Sources should be cited according to APA style.]*

Supporting Materials

The following resource supports your work on the project:

Reading: Project One Management Brief PDF

This document provides an overview of the team's current management and leadership practices and its existing team culture. Review this information to complete your project.

A text-only version of the image in this resource is available: Project One Management Brief Text-Only Version Word Document.

PROPOSED DEMO TEXT

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heading: Challenges to Achieving Diversity and Inclusion

[existing page; new outro added]

Upcoming: Project One Assignment

Next in the course is your Project One assignment, which asks you to demonstrate mastery of multiple management skills and practices in a scenario at a fictional company. You will use the templates on the following pages to complete the assignment. Click Next to get started.

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Project One Assignment

For your Project One assignment, you will first evaluate the conditions at a fictional company that is facing specific challenges with management and communication. Then you will prepare a management plan, using Powerpoint slides and speaking notes, that addresses the areas of concern, rebuilds the team's culture, and aligns organizational practices to leadership.

Finally, you will record yourself presenting your plan using the GoReact video recording tool.

Your grade will be assessed using all the components of the assignment: your recorded presentation, your Powerpoint slides, and your speaking notes.

You will complete the assignment using tools here in the webtext. You will compose your Powerpoint slides and your speaking notes using templates, then record your presentation using GoReact. You do not need to create any documents outside this webtext.

Project Overview

The Project One assignment puts you in a managerial position at the fictional SNHU Pet Supply Company. Read the scenario below.

Scenario

You are a new manager at the SNHU Pet Supply Company. The company has grown from a small, local pet-supply company into a large organization with locations in Manchester, New Hampshire, and Denver, Colorado. It also employs remote staff. The manager you are replacing was with the team for two years and departed on negative terms, leaving behind a poor team culture.

You have been asked to present a management plan that addresses areas of concern, rebuilds the team's culture, and aligns organizational practices to leadership.

Leadership has provided you with a [management brief](#) [link] that outlines the key pieces of information you will need in order to make informed recommendations.

MCQ about the scenario

The project is in two parts. Part one addresses team management. This will give you the opportunity to demonstrate your mastery of leadership skills and management practices.

Part two focuses on communication and collaboration. This offers a chance to show your skill in coordinating team efforts across an organization.

MCQ about the assignment structure



How to Use Writing Templates

You'll be using writing templates built right into the webtext to create your assignment. Not only will these templates give you a chance to apply what you are learning, they will also help you create an assignment that is organized and formatted appropriately. If you need help with the writing templates, you can contact Soomo Support by clicking the Soomo Messenger icon in the bottom right corner of your screen.

Writing Slides and Speaking Notes

If this is your first time preparing a presentation with a slide show, here are some tips that may be of some help.

- For your Powerpoint slides, it's important to condense. Focus on key words and phrases.
- For your speaking notes, write in full sentences, but don't make the sentences too long, or too formal. Instead, write the way you would speak to a group of classmates.
- If you're stuck on a Powerpoint slide, maybe first try to write out what you want to say in the speaking notes, then write your slide afterward.

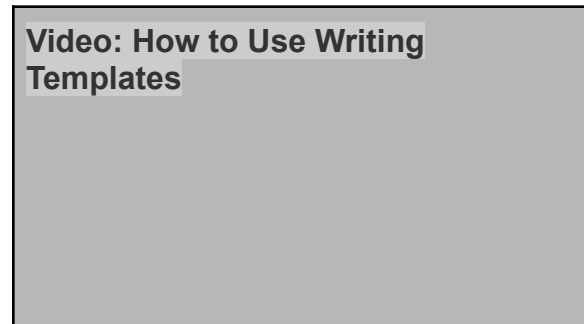
On the following page, you will use writing templates to complete Part One of your presentation. Click Next to get started.

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Part One: Team Management

Part One of this project focuses on team management. Team management covers four areas: leadership and management, followership, decision-making models, and emotional intelligence.

Your presentation will include a minimum of one slide for each area. If you'd like to include additional slides in any section, you will be able to add them in Powerpoint after downloading your presentation.



Slide 1: Leadership and Management

For your first slide, describe the leadership and management practices that you feel would be best suited to manage the team. You should also explain why you believe these practices are in alignment with the organization's mission, culture, and goals.

The template below will help you to create your slide and speaking notes.

You can use material from anywhere in the webtext to complete this slide, but drawing on some of the following concepts may help.

Leaders fill a number of different functions. In the traditional view, a leader is the boss, with power over all employees. In the contemporary view, leaders support and serve, empowering employees to take action.

Leaders also play central roles in decision-making, as entrepreneurs, disturbance handlers, resource allocators, or negotiators. Each role as a decision maker requires different actions.

There are four main management functions: planning, organizing, leading, and controlling. In performing these managerial functions, leaders assume a number of different roles—liaison, monitor, spokesperson, and so on—and one leader can perform different roles at different times.

You can find more information on these concepts in chapter 2.

Build your leadership and management slide and speaking notes.			
TEMPLATE			
Create a title. Enter a title for your leadership and management practices slide.			
Draft your leadership and management slide. In this space, draft the Powerpoint slide for your leadership and management practices. What leadership and management practices would be best suited to manage the team at the SNHU Pet Supply Company? Why are these practices in alignment with the company's mission, culture, and goals? How can you phrase the key points concisely on your Powerpoint slide?			
Add your speaking notes. What do you want to say about your leadership and management practices? In this space, draft the speaking notes for leadership and management practices.			
		Save progress.	Add to presentation.

Slide 2: Team Building

On this slide, explain how you would leverage your strengths as a leader to build the effectiveness and culture of the team. Also explain how you will invest in and guide subordinates to become followers.

The following review information may help you in creating this slide.

Most successful leaders tend to exhibit five personality traits that guide their behavior, known as the big five: openness, conscientiousness, extraversion, agreeableness, and neuroticism.

Leadership theory offers two main approaches. The trait approach holds that leaders possess certain traits that distinguish them from followers, such as creativity. The behavioral approach views the leader's behavior as cues that inspire followers to act.

Leadership style refers to the characteristics of a leader's interaction with followers. There are many different leadership styles, and each style influences follower behavior in a unique way.

Not all managers are leaders. A manager monitors results, while a leader provides guidance to employees and empowers them. Among employees, there are subordinates and followers. A subordinate is simply someone controlled by the authority of another, while a follower is someone who is supported and guided by a leader.

Refer to chapter 1 for more information on the big five personality traits, and for your self-assessment on the big five. Chapter 3 contains information on leadership styles, theory, and followers, as well as your self-assessment on your leadership style.

Build your team building slide and speaking notes.

TEMPLATE

Create a title.

Enter a title for your team building slide.

Draft your followership slide.

In this space, draft the Powerpoint slide for your team building practices.

How will you leverage your leadership strengths to build the effectiveness and culture of your team at the SNHU Pet Supply Company? How will you invest in and guide subordinates to become followers?

How can you phrase the key points concisely on your Powerpoint slide?

Add your speaking notes. What do you want to say about team building and developing followers? In this space, draft the speaking notes for your team building slide.			
		Save progress.	Add to presentation.

Slide 3: Decision-Making Models

Use this slide to describe the decision-making model that will be most effective to lead your team, improve its culture, and align it with the organization.

The following concepts may help you create your decision-making models slide.

There are two general decision-making models: rational and intuitive. Rational models start with the identification of a problem, and proceed in logical steps toward a solution. Intuitive models rely on an accumulation of relevant data, and are based on past experience, patterns, concepts, and other knowledge a leader has. Rational decision making is a consistent and efficient process; intuitive decision making gives access to feelings and experiences that may help.

Other aspects of decision making include ethics and justice. Ethical decisions prioritize intrinsic values. They engage a decision-making process that looks beyond profit and performance to the moral component and the needs of different people. Decisions that focus on social justice and the good of the organization tend to be ethical.

Distributive justice refers to the fairness of rewards and outcomes, while procedural justice is about the fairness of the decision-making process itself. When unpopular decisions need to be made, the people impacted tend to focus on the procedural justice of the decision.

Chapter 7 has more information on these aspects of decision making to help you with this slide.

Build your decision-making models slide and speaking notes.			
TEMPLATE Create a title. Enter a title for your decision-making models slide.			
Draft your decision-making models slide. In this space, draft the Powerpoint slide for your decision-making practices. What decision-making models would you use to help the SNHU Pet Supply Company to lead your team, improve its culture, and align it with the organization? Why do you think your model would be effective? How can you phrase the key points concisely on your Powerpoint slide?			
Add your speaking notes. What do you want to say about the decision-making models you will use? In this space, draft the speaking notes for your chosen decision-making models.			
		Save progress.	Add to presentation.

Slide 4: Emotional Intelligence

On this slide, describe how you will ensure your management practices are emotionally intelligent and include diverse perspectives, needs, and roles of your team. Explain how they are in alignment with the organization and how they will improve team culture.

Drawing on the following concepts may help you with this slide.

Emotional intelligence is the ability to assess and control your emotions. It has four main aspects: self-awareness; self-regulation; social skills; and empathy. There are different strategies to improve emotional intelligence, such as asking for feedback, and practicing active listening. Many of the strategies involve reflecting on how your behavior might affect others.

Emotional labor refers to effort one expends in regulating feelings for organizational purposes. You can manage the effects of emotional labor by increasing your awareness of it through emotional intelligence.

Diversity refers to the differences among people in a work group. Diverse groups tend to exhibit lower levels of team performance. However, the practice of inclusion, or giving workers the opportunity to share their unique aspects of themselves, can turn diversity into a benefit.

For more information, you can refer to the pages on emotional intelligence in chapter 5, including the emotional intelligence self-assessment on 5.3. You can also refer to the material on achieving diversity and inclusion in chapter 7.

Build your emotional intelligence slide and speaking notes.

TEMPLATE

Create a title.

Enter a title for your emotional intelligence slide.

Draft your emotional intelligence slide.

In this space, draft the Powerpoint slide for your emotional intelligence slide.

How will you ensure your management practices at the SNHU Pet Supply Company are emotionally intelligent and include diverse perspectives, needs, and roles of your team? How are they in alignment with the organization and how would they improve your team's culture? How can you phrase the key points concisely on your Powerpoint slide?			
Add your speaking notes. What do you want to say about emotional intelligence? In this space, draft the speaking notes for your emotional intelligence slide.			
		Save progress.	Add to presentation.

On the next page, you will continue your Project One assignment by completing the templates for part two.

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Part Two: Communication and Collaboration

Part two of this project focuses on communication and collaboration. It covers three areas: forms and functions, communication practices, and mission, vision, and goals.

As in part one, you will use templates to build the Powerpoint slides and speaking notes of your presentation.

Slide 5: Form and Function

With this slide, explain how the various forms and functions of the organization impact the team. Also explain how the team impacts the forms and functions of the organization.

Reviewing the following information can help you complete this slide.

The forms and functions of an organization depend on its organizational structure, or how the work is coordinated. There are four main aspects of organizational structure: centralization, formalization, hierarchical levels, and departmentalization.

Centralized companies may lead to more efficient operations, while decentralized companies give more authority to lower-level employees and lead to a greater sense of empowerment.

Greater formalization, meaning a greater degree of explicit procedures, tends to reduce role ambiguity, but also reduces innovation.

Regarding hierarchical levels, companies can be tall or flat. Tall companies have many levels and narrow spans of control for each manager, and flat companies have few levels and wide managerial spans of control.

Departmentalization refers to how a company organizes its workers into departments.

- A functional structure organizes workers according to their function, forming departments such as marketing and human resources.
- A divisional structure organizes workers according to their division, usually product lines.
- A matrix structure organizes workers in a way that uses both functional and divisional structures, so workers report to departmental managers as well as divisional managers.

Companies with few product lines tend to use functional structures, while companies with diverse product lines might use divisional structures. Matrix structures are often used in uncertain environments, and allow the company to give attention to specific projects.

For more information, refer to the material on organizational structure, starting on page 6.10.

Build your form and function slide and speaking notes.

TEMPLATE

Create a title.

Enter a title for your form and function slide.

Draft your form and function slide.

In this space, draft the Powerpoint slide for form and function.

How do the various forms and functions of the SNHU Pet Supply Company impact your team? How does your team impact the forms and functions of the company?

How can you phrase the key points concisely on your Powerpoint slide?

Add your speaking notes.

What do you want to say about form and function?

In this space, draft the speaking notes for your form and function slide.

Save progress.

Add to presentation.

Slide 6: Communication Practices

Use this slide to analyze the current communication practices in use. Also recommend better ways to communicate that meet the organization's needs.

You can review the following concepts to help you in completing this slide.

Communication channels can vary in their information richness. Information-rich channels carry more nonverbal information, and tend to be used more frequently by effective managers. It's important to match the message with the appropriate channel, especially for messages that have an emotional component.

There are several barriers to effective communication, such as filtering, information overload, and biased language. Effective leaders find ways around these.

Using technology for communication often takes extra mental effort and can introduce other frustrations. Companies need to consider policies that limit the negative impact of technology on communications.

Clear and forthright communication is especially important during times of crisis. It can demonstrate ethics and integrity in the workplace, and help build trust among employees.

For more information, refer to the material on organizational communication, including communication barriers and channels, in the first half of chapter 6.

Build your communication practices slide and speaking notes.			
TEMPLATE			
Create a title. Enter a title for your communication practices slide.			
Draft your communication practices slide. In this space, draft the Powerpoint slide for communication practices. What are the strengths and weaknesses of the current communication practices used at the SNHU Pet Supply Company? What are better ways to communicate that will meet the organization's needs? How can you phrase the key points concisely on your Powerpoint slide?			
Add your speaking notes. What do you want to say about communication practices? In this space, draft the speaking notes for your communication practices slide.			
		Save progress.	Add to presentation.

Slide 7: Organizational Mission, Vision, and Culture

Using this slide, explain the general purpose of an organizational mission, vision, and culture. Also explain what these three things say about the way an organization should operate.

Review the following concepts to help you complete this slide.

An organization's mission is its overarching purpose for being in business. Its vision is the leader's view of the long-term end state, or goal that the company is driving toward. Both an organization's mission and its vision should distinguish a company from similar organizations. Having a clear mission and vision can motivate stakeholders to become attached to an organization, and can foster innovation among employees.

In an organization, culture refers to the shared values across the organization. Organizational culture is expressed on three levels: assumptions, values, and artifacts. A strong company culture can improve performance when it fits with the demands of the company's environment.

For more information to draft this slide, refer to the sections on mission and vision statements and organizational culture in chapter 4.

Build your organizational mission, vision, and culture slide and speaking notes.
TEMPLATE Create a title. Enter a title for your organizational mission, vision, and goals slide.
Draft your organizational mission, vision, and goals slide. In this space, draft the Powerpoint slide for your organizational mission, vision, and goals. What is the general purpose of organizational missions, vision, and culture? What do these three things say about the way an organization should operate? How can you phrase the key points concisely on your Powerpoint slide?
Add your speaking notes. What do you want to say about mission, vision, and culture for your organization?

In this space, draft the speaking notes for your communication practices slide.			
		Save progress.	Add to presentation.

Other Presentation Slides

Use the templates in this space to create the slides that complete your presentation.
First, draft your conclusion.

Build your conclusion slide and speaking notes.			
TEMPLATE Create a title. Enter a title for your conclusion slide.			
Draft your conclusion slide. In this space, draft the Powerpoint slide for the conclusion of your presentation. What are the key points you want to make overall about the organizational challenges of the SNHU Pet Supply Company? How you will address them as a new manager? How can you phrase them concisely on your Powerpoint slide?			
Add your speaking notes. What do you want to say in the conclusion of your talk? In this space, draft the speaking notes for your conclusion slide.			
		Save progress.	Add to presentation.

Add your references.

Build your references slide.			
TEMPLATE			
Add references for your presentation. In this space, include all references listed in the presentation and cite them according to APA style.			
		Save progress.	Add to presentation.

Download Presentation Draft

Finally, draft your title slide and download your presentation.

Build your title slide.			
TEMPLATE			
Enter a title for your presentation.			
Enter your name.			
Enter your instructor's name.			
		Save progress.	Add to presentation./ Download presentation.

After you have downloaded your presentation slide and speaking notes, it's time to record your presentation.

Record and Review Your Presentation

On this page, you will complete your Project One assignment by recording your presentation. You will have a chance to review it and, if you would like, re-record it.

Record Your Presentation

Use the tool below to record your presentation. Before you begin, make sure you have your speaking outline or other notes available. You can use the video tool to check your lighting and background before you start recording.



Review Your Presentation

Use the GoReact tool above to play your video and review it. If there are areas in which it can be strengthened, you can re-record it.

