Management Functions Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter 14 Activity Business Management

**Objective**: IDENTIFY MANAGEMENT FUNCTIONS BY OBSERVING A TEACHER, PARENT AND/OR MANAGER.

If you are employed, you may observe the activities of your manager. If you are not employed, observe the activities of a particular teacher and/or a parent for one week. Record what he or she does each day. At the end of the week, categorize each activity as planning, organizing, leading or controlling. **You need to have 4 separate days of observation**, but you may combine teacher, parent and/or manager any way you wish.

|  |  |  |
| --- | --- | --- |
| Day 1 | | |
| Role | Task | Management Function |
|  |  |  |
| Day 2 | | |
| Role | Task | Management Function |
|  |  |  |
| Day 3 | | |
| Role | Task | Management Function |
|  |  |  |
| Day 4 | | |
| Role | Task | Management Function |
|  |  |  |