

# TOOLS

## All Aspects of an Industry

*All Aspects of an Industry* identifies nine aspects that are common to any enterprise. Students should gain experience and understanding of the associated concepts and skills to be successful. Students can research these aspects by conducting interviews at the workplace.

### **Planning:**

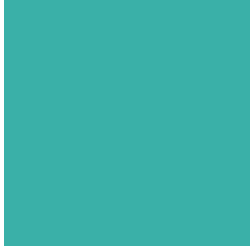
- Does the organization have a strategic plan (long- or short-term)?
- Who leads the planning process?
- What should an organization consider when planning to sell its service or product?

### **Management:**

- Does the organization have a mission statement? If so, why?
- What is the management structure of the organization?
- How does the organization form departments and why?

### **Finance:**

- How does the organization acquire capital (money) to operate?
- Why is accounting important to an organization?
- How do paycheck deductions affect an employee?



# TOOLS *(continued)*

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### **Technical and Production Skills:**

- What basic skills are needed (reading, writing, speaking, listening, science and math)?
- Is a person expected to be a team member?
- Does a person need to be able to manage time effectively? Why?

### **Underlying Principles of Technology:**

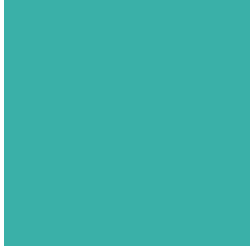
- What technology is used in the workplace?
- Do people have to continuously upgrade their job skills? Who pays for additional training?
- Does the organization require cross-training?

### **Labor Issues:**

- Are there written job descriptions? If so, why?
- Is this an organized labor organization?
- Is cultural sensitivity important in the workplace?

### **Community Issues:**

- Does the organization participate in community projects?
- How does the organization maintain a good public image?



# TOOLS *(continued)*

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### **Health, Safety and Environment:**

- Are there federal regulations that apply to this organization?
- Are there job-specific health threats?
- Is there basic safety training?

### **Personal Work Habits:**

- Is quality of work emphasized?
- What are the expectations regarding attitude, appearance and fitness?
- Is all work valued in this organization?



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## All Aspects of an Industry

This tool identifies nine aspects that are common to any enterprise. Students should gain experience and understanding of the associated concepts and skills to be successful.

1. **Planning:** How an organization plans (including goals and objectives); type of ownership (public or private); relationship of the organization to economic, political and social contexts; assessment of needs.
  - a. Strategic planning
  - b. Goals/objectives
  - c. Assessment
2. **Management:** Structure and process for effectively accomplishing the goals and operations of the organization using facilities, staff, resources, equipment and materials.
  - a. Organizational structure
  - b. Corporate culture
  - c. Mission statement
3. **Finance:** Accounting and financial decision-making process, method of acquiring capital to operate, management of financial operations including payroll.
  - a. Capital acquisitions
  - b. Financial operations
4. **Technical and Production Skills:** Basic skills in math, communications, computer, time management and thinking; specific skills for production; interpersonal skills within the organization.
  - a. Basic academic skills
  - b. Team player skills
  - c. Specific production skills
5. **Underlying Principles of Technology:** Technological systems used in the workplace and their contributions to the product or service of the organization.
  - a. Technology in the workplace
  - b. Continued professional training
  - c. Community activities and issues
  - d. Organization's involvement in the community
  - e. Workplace safety
6. **Labor Issues:** Rights of employees and related issues; wages, benefits and working conditions.
  - a. Job descriptions
  - b. Employees' rights and responsibilities
  - c. Role of labor organizations
7. **Community Issues:** Impact of the company on the community, impact of the community on the organization.
  - a. Community activities and issues
  - b. Organization's involvement in the community
8. **Health, Safety and Environment:** Practices and laws affecting the employee, the surrounding community and the environment.
  - a. Regulatory issues
  - b. Workplace safety
9. **Personal Work Habits:** Nontechnical skills and characteristics expected in the workplace.
  - a. Positive attitude
  - b. Personal fitness and appearance
  - c. Readiness to work