



# TOOLS

## 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