**How to supervise, direct, motivate, & evaluate employees**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a set of factors that influence an individual’s actions toward accomplishing a goal.**
2. **How can management influence employee performance?**
3. **What are some rewards you can give to employees other than money?**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- involves training and educating employees to insure high quality and efficient work.**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is when managers must evaluate employees they supervise & use results to improve performance. Look at areas in which the employee can improve.**

**How to develop, implement, & monitor tactical & strategic plans to manage growth, meet goals and needs**

1. **What is a Business Plan ?**
2. **Explain each area of the Business Plan:**
	* **Overview of the Business**
	* **Business Operations**
	* **Marketing Activities/Market Analysis**
	* **Financial Plan**
	* **Sources of Financing**

**How to facilitate change & implement improved processes to optimize organizational effectiveness**

1. **Managers must be able to work effectively with others there are 4 different things they should keep in mind when working with employees. Explain each**
	* **Understand Others:**
	* **Communicate Effectively:**
	* **Build Effective Teams:**
	* **Develop Employee Job Satisfaction**: