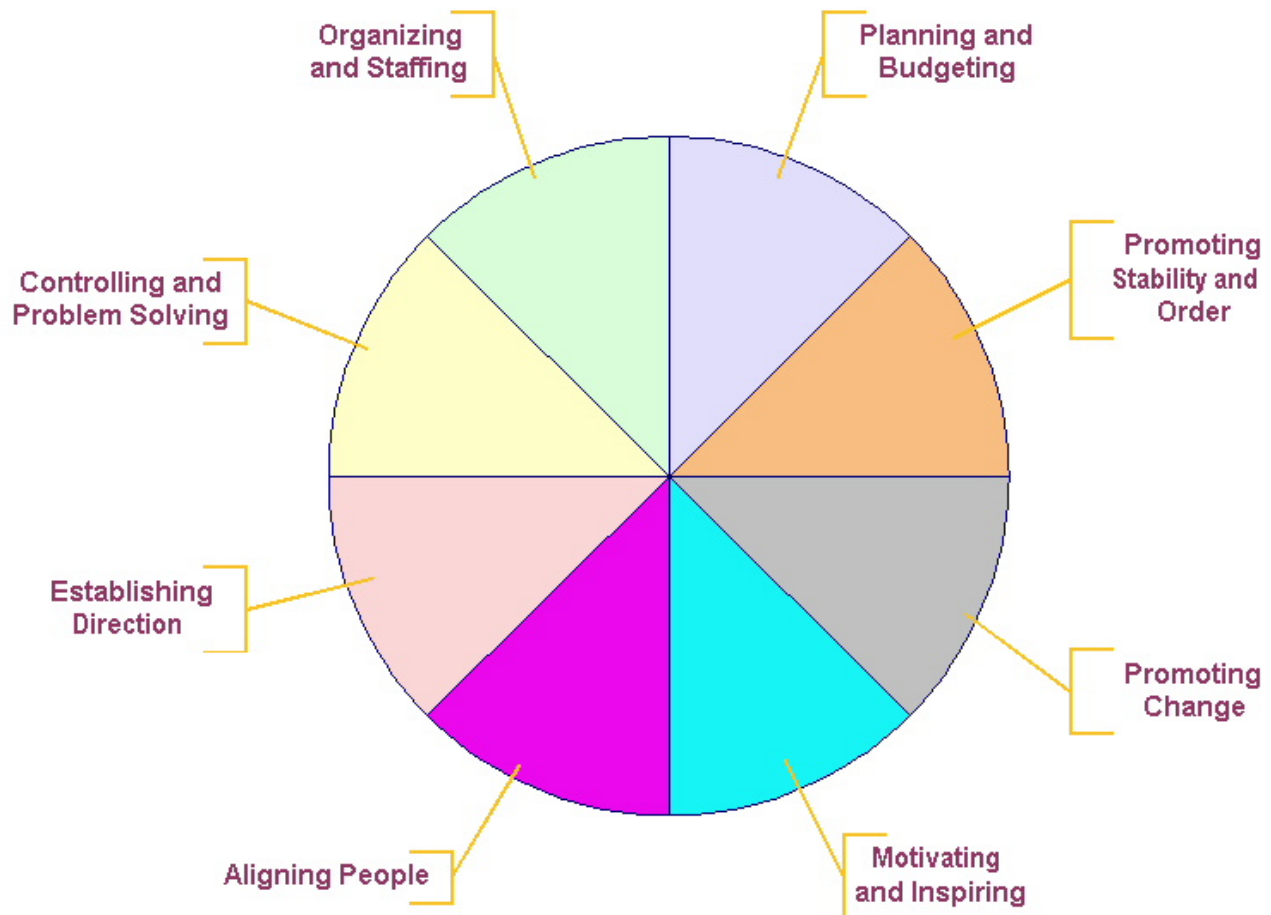


Management/Leadership Wheel

Study and understand the following diagram.



Planning and Budgeting	Establishing detailed steps and timetables for achieving results, and then allocating the resources necessary to make it happen.
Establishing Direction	Developing a vision of the future — often the distant future — and strategies for producing the changes needed to achieve that vision.
Organizing and Staffing	Establishing a structure for accomplishing plan requirements, staffing that structure with people, delegating authority for carrying out the plan, providing policies and procedures to guide people, and creating methods or systems to monitor implementation.
Aligning People	Communicating the direction by words and deeds to all those whose cooperation may be needed so as to create a team that understands the vision and strategies and accepts their validity.
Controlling and Problem Solving	Monitoring results in detail, identifying deviation from the plan, and then organizing to solve these problems.
Motivating and Inspiring	Energizing people to overcome major political, bureaucratic, and resource barriers to change by satisfying basic, but often unfulfilled, human needs.
Promoting Stability and Order	Creating the potential of consistently producing key results.
Promotion Change	Creating the potential of producing useful change (such as desired new products).

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