

BOH4M – 1-2B: Functions of Management Self Assessment

Functions of Management

- Do the following exercise either individually or as a class.
- Check or put an 'x' each function that pertains to the skill (you can check more than one)

Skill	Planning	Organizing	Leading	Controlling
Acquiring Power				
Active Listening				
Budgeting				
Choosing an effective leadership style				
Coaching				
Creating effective teams				
Delegating				
Developing trust				
Disciplining				
Interviewing				
Managing Conflict				
Managing resistance to change				
Mentoring				
Negotiating				
Providing feedback				
Running productive meetings				
Setting goals				
Valuing diversity				
Solving problems creatively				
Understanding a company's culture				