Mangement Action Plan Template

## Complete the following chart in a total of 700 to 1050 words to develop your Management Action Plan.

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| **Functions of Management** |  | **Skills Needed** |  |
| **Planning**  *What type of planning activities will you need to use as a manager?* |  | *Review planning activities from the textbook to help describe the planning process you would use as a manager.* |  |
| **Organizing**  *How will you use organizing as a manager?* |  | *Review organizing approaches from the textbook to help describe the organizing approaches you would use as a manager.* |  |
| **Leading**  *What type of leadership characteristics do you want to demonstrate?* |  | *Review leadership characteristics from the textbook to help describe the leadership approaches you would use as a manager.* |  |
| **Controlling**  *Which controlling techniques would you use to measure performance?* |  | *Review controlling techniques from the textbook to help describe the controlling approaches you would use as a manager.* |  |