

**Goodheart-Willcox Publisher
Correlation Principles of Management ©2020
to Alabama Department of Education**

**Course Name: Foundations of Business Leadership (BMA and MKT)
(Grades 9-12)**



Standards		Correlating Text Pages
FOUNDATION STANDARDS		
Each foundational standard completes the stem "Students will..."		
1.	Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.	124, 298-307
2.	Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.	81, 99-100, 138-139, 156-161, 172, 209-210, 336-338
3.	Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.	337-338
4.	Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.	84-85, 156, 267, 380-381
5.	Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.	343-344
6.	Discuss and demonstrate ways to value diversity.	12, 99-100, 159-161, 267-268, 269-270
FOUNDATIONS OF BUSINESS LEADERSHIP CONTENT STANDARDS		
Each content standard completes the stem "Students will..."		
Introduction To Leadership		
1.	Describe characteristics and behaviors of a successful leader. <i>Examples: integrity, competence, consistency, loyalty, openness, awareness, vision, imagination, responsibility</i>	8, 134-147
2.	Compare and contrast various leadership styles, including their effects on colleagues and organizations. <i>Examples: authoritative, autocratic, bureaucratic, coach-style, democratic, laissez-faire, participative, strategic, transactional, transformational</i>	
	a. Describe how various leadership styles fit into an organization.	140-143
	b. Explain how effective, qualified leadership contributes to the success of organizations.	8, 134-147
Management		

Standards		Correlating Text Pages
3.	Identify and describe the roles of individuals at various levels of management. <i>Examples: entry level managers, middle management, upper level management, administrators, executives, superintendents</i>	8-10
4.	Explain how the functions of management, including planning, organizing, staffing, leading, and controlling, affect the work environment.	8
5.	Explain the importance of having a clear vision, creating a mission statement, and establishing goals for an organization.	
	a. Explain how stakeholders' expectations and other factors can influence the vision, mission, and goals of an organization.	40-41, 46, 172, 283-284, 340-341
	b. Explain how to communicate vision, mission, and goals to the organization's stakeholders.	14-15, 40-41, 46, 117, 151, 156-161, 172, 283-284, 340-341
	c. Identify and describe steps involved in leading an organization to fulfill its stated mission	8, 132-147
6.	Explain the concept of time management and the importance of using effective time management techniques.	
	a. Identify distractions and examine strategies for reducing them.	172
	b. Clarify and prioritize tasks to meet goals.	172
	c. Identify planning strategies to complete work effectively	172
7.	Explain the importance of diversity and inclusion within organizations.	
	a. Describe ways to attract and recruit a diverse workforce.	12, 99-100, 159-161, 267-268, 269-270
	b. Describe ways to develop and retain a diverse workforce.	12, 99-100, 159-161, 267-268, 269-270
	c. Describe ways to provide equal employment opportunities to all segments of the population.	120-121
8.	Identify and discuss ways to overcome personal biases and stereotypes within an organization.	
	a. Identify situations in which discrimination exists.	121
	b. Describe the consequences of discrimination for individuals, the company, and society.	121
	c. Explain how federal laws protect against discrimination.	120-121
9.	Apply conflict management strategies to resolve workplace disputes.	
	a. Describe possible conflict in the workplace and its sources.	141-142

Standards		Correlating Text Pages
	b. Describe how diverse cultural perspectives impact conflict and attempts to manage it.	12, 99-100, 141-143, 159-161, 267-268, 269-270
10.	Analyze the ethical responsibility of stakeholders and leaders in an organization.	
	a. Gather and share information on ethics from policy and procedure manuals of several businesses.	84-85, 156, 267, 380-381
	b. Describe how stakeholders can influence ethical decision-making.	84-85, 156, 267, 380-381
11.	Demonstrate how to monitor projects and take corrective action.	
	a. Explain the importance of monitoring projects, analyzing progress, and making changes when necessary.	8, 58-60, 132-147
	b. Identify and describe areas in a project that should be monitored. <i>Examples: progress, quality of work, communication, budget</i>	8, 58-60, 132-147
	c. Explain methods for monitoring projects. <i>Examples: group meetings, emails, status reports</i>	8, 58-60, 132-147
	d. Describe corrective measures that can be taken when projects are off track. <i>Examples: reassign tasks, modify schedules, reassess goals</i>	8, 58-60, 132-147
Legal Issues		
12.	Identify laws that business leaders should know and the areas to which the laws apply. <i>Examples: Title VII of the Civil Rights Act of 1964, ADA, Immigration Reform and Control Act of 1986, FMLA, OSHA, FLSA, EPA</i>	120-121, 232
Employee Relations		
13.	Describe the role of a labor union or worker organization.	
	a. Trace the history of labor organizations in the United States.	119-120
	b. Describe the advantages and disadvantages of membership in labor unions and worker organizations for a company's employees.	119-120
	c. Describe the advantages and disadvantages of labor unions for employers and corporations.	119-120
Role of the Leader		
14.	Demonstrate professional oral and written communication skills.	
	a. Identify types and characteristics of effective communication and explain its importance in the workplace.	14-15, 150-165
	b. Discuss the benefits and characteristics of open, honest communication.	150-154, 156-165



Standards		Correlating Text Pages
	c. Identify barriers to communication and methods for improving the communication process in the workplace.	154-155
	d. Describe culturally-sensitive communication strategies in the workplace.	159-161
15.	Demonstrate honesty and integrity.	
	a. Distinguish between honesty and integrity.	84
	b. Explain the importance of being honest and showing integrity in the workplace.	84
16.	Explain how leadership impacts employee engagement, performance, and the organizational culture.	
	a. Describe ways to maximize employee engagement and performance.	105-107, 172-173
	b. Identify effective strategies to boost employee morale.	124-125, 136-139, 141-143
17.	Demonstrate appropriate professional etiquette.	
	a. Explain how workplace habits, attire, hygiene, and awareness of one's environment (cube etiquette) affect professionalism and the working environment.	114-115, 150, 168, 336-338, 381
18.	Demonstrate emotional intelligence skills in dealing with others.	
	a. Define and identify components of emotional intelligence.	99
	b. Describe the relationship between emotional intelligence and leadership.	99, 140-143
19.	Demonstrate leadership and teamwork skills.	
	a. Explain the importance of recognizing personal strengths and weaknesses.	81, 138-139, 140-143, 209-210
	b. Discuss ways to identify personal strengths and weaknesses.	81, 138-139, 140-143, 209-210