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Goodheart-Willcox Publisher Correlation of <i>Principles of Management</i> ©2020 to Virginia Business Management (6136)		
STANDARD		G-W CORRELATING PAGES
Standard (1) Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills		
1	Demonstrate positive work ethic.	Instruction: Pg. 84–86 Creating an Ethical Culture All Ethics features Application: Pg. 87 Check Your Understanding #3–4 Pg. 89 Apply Your Knowledge #8 Pg. 90 Internet Research: Ethical Workplace Behavior
2	Demonstrate integrity.	Instruction: Pg. 84 Creating an Ethical Culture, paragraph 1 Application: Pg. 90 Communication Skills: Speaking Pg. 90 Internet Research: Ethical Workplace Behavior
3	Demonstrate teamwork skills.	Instruction: Pg. 81 Team Structure Pg. 138–139 Leaders Create Effective Teams Application: Pg. 91 Event Prep: Teamwork Pg. 145 Apply Your Knowledge #5 All Teamwork activities
4	Demonstrate self-representation skills.	Instruction: Pg. 143 Conflict Resolution, negotiation, first full paragraph Pg. 168–169 Soft Skills Pg. 169 Figure 10-1 Professional Etiquette PG. 173–174 Introductions Pg. 367–369 Interview Questions Application: Pg. 177 Apply Your Knowledge #1–4, 7 Pg. 178 Communication Skills: Speaking Pg. 178 Teamwork Pg. 375–376 Apply Your Knowledge #6–8
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6	Demonstrate conflict-resolution skills.	Instruction: Pg. 142–143 Conflict Resolution Pg. 143 Figure 8-5 Conflict-Resolution Model Application: Pg. 146 Apply Your Knowledge #10
7	Demonstrate creativity and resourcefulness.	Instruction: Pg. 134 Leading Function, first column, paragraph 2 Pg. 168 Soft Skills Pg. 339–340 Conducting a Self-Assessment Application: Pg. 353 Apply Your Knowledge #4
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10	Demonstrate critical-thinking and problem-solving skills.	Instruction: Pg. 65–66 Systematic Decision-Making Pg. 66 Figure 4-4 Decision-Making Process Application: Pg. 68 Review Your Knowledge #8 Pg. 69 Apply Your Knowledge #8 Pg. 294 Communication Skills: Writing

11	Demonstrate healthy behaviors and safety skills.	Instruction: Pg. 122–124 Employee Health and Safety Pg. 124 Figure 7-4 Ergonomic Workstation Application: Pg. 127 Review Your Knowledge #8–9 Pg. 128 Apply Your Knowledge #8–9
12	Demonstrate an understanding of workplace organizations, systems, and climates.	Instruction: Pg. 78–81 Chain of Command Pg. 83–84 Corporate Culture Pg. 156–157 Communication Management Pg. 157 Figure 9-3 Formal Communication Application: Pg. 89 Review Your Knowledge #4–5, 7–8 Pg. 89 Apply Your Knowledge #4, 7 Pg. 90 Teamwork Pg. 161 Check Your Understanding #1–2 Pg. 163 Review Your Knowledge #6
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31	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.	Instruction: Pg. 343–344 Career and Technical Student Organizations Application: Pg. 344 Check Your Understanding #5 Pg. 353 Review Your Knowledge #5 <i>Event Prep CTSOs</i> activities occurs in end-of-chapter throughout text
32	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.	Instruction: Pg. 343–344 Career and Technical Student Organizations Application: <i>Event Prep CTSOs</i> activities occurs in end-of-chapter throughout text Pg. 353 Review Your Knowledge #5 Pg. 354 Apply Your Knowledge #9
33	Identify Internet safety issues and procedures for complying with acceptable use standards.	Instruction: Pg. 385 Section 21.2 Internet Use in the Workplace Application: Pg. 389 Check Your Understanding #1–5 Pg. 390–391 Review Your Knowledge #6–10
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34	Compare the characteristics of different types of business ownership and organization in both service-based and product-based businesses.	Instruction: Pg. 224–225 Business Types Pg. 225–227 Business Organization Application: Pg. 239 Review Your Knowledge #3 Pg. 329 Apply Your Knowledge #3–4
35	Explain the risks and rewards of entrepreneurship through a SWOT (strengths, weaknesses, opportunities, threats) analysis.	Instruction: Pg. 47 SWOT Analysis Pg. 284 Market Analysis Pg. 320 Marketing Plan, first bullet Application: Pg. 293 Apply Your Knowledge #2–4

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38	Identify current laws and regulations affecting the establishment and operation of businesses.	Instruction: Pg. 229–233 US Laws Pg. 230 Figure 13-2 E-Commerce Laws Pg. 231 Figure 13-3 Finance Laws Pg. 232 Figure 13-4 Environmental Laws Application: Pg. 233 Check Your Understanding #3–5 Pg. 239 Review Your Knowledge #6
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43 (Optional)	Explain how economic growth can be promoted and how data can be interpreted and measured.	Instruction: Pg. 42 Research Pg. 43–44 Data Analysis Pg. 48 PEST Analysis Pg. 320 Marketing Plan, second bullet Application: Pg. 44 Check Your Understanding #5 Pg. 53 Review Your Knowledge #5 Pg. 53 Apply Your Knowledge #7
44 (Optional)	Analyze causes and solutions for basic challenges in various economic-political systems.	Instruction: Pg. 246–247 Economic Systems Pg. 267–268 Global Environment Application: Pg. 257 Apply Your Knowledge #3 Pg. 271 Check Your Understanding #2 Pg. 273 Apply Your Knowledge #6–7
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47	Analyze leadership and management styles in a variety of business situations.	Instruction: Pg. 140–141 Leadership Style Pg. 141 Management Style Application: Pg. 145–146 Apply Your Knowledge #7–8
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49	Develop and communicate a vision, mission, and/or values statement that is realistic for company-wide implementation.	Instruction: Pg. 45–46 Review Organizational Mission and Vision Statements Pg. 283–284 Executive Summary Application: Pg. 294 Internet Research: Business Plan
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64	Describe the impact on business of credit plans, credit cards, credit policies,	Instruction: Pg. 229 Sales and Service Contracts

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72	Identify workplace safety and security measures.	Instruction: Pg. 122–124 Employee Health and Safety Application: Pg. 127 Review Your Knowledge #8–9 Pg. 128 Apply Your Knowledge #8–9
73	Analyze components included in policies and procedures manuals.	Instruction: Pg. 85 Code of Ethics Pg. 85–86 Code of Conduct Pg. 114–115 Workplace Rules Pg. 123–124 Emergency Procedures Application: Pg. 89 Apply Your Knowledge #8 Pg. 127 Review Your Knowledge #9 Pg. 127–128 Apply Your Knowledge #1, 9
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76	Apply time management concepts in scheduling and completing tasks.	Instruction: Pg. 50 Schedules Pg. 50 Figure 3-7 Gantt Chart Pg. 172 Time Management Application: Pg. 53 Apply Your Knowledge #8 Pg. 177 Apply Your Knowledge #6
77 (Optional)	Plan physical layout, furnishings, and equipment for a business environment.	Instruction: Pg. 124 Ergonomics Pg. 124 Figure 7-4 Ergonomic Workstation Application: Pg. 127 Review Your Knowledge #8
78 (Optional)	Identify effective information processing systems for various business types.	Instruction: Pg. 58–60 Managing Information for Planning Purposes Application: Pg. 63 Check Your Understanding #1–2 Pg. 68 Review Your Knowledge #1–4
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83	Explain various methods of interviewing and selecting applicants for employment.	Instruction: Pg. 96 Selecting Pg. 96–97 Interviewing Pg. 97 Employment Verification Application: Pg. 101 Check Your Understanding #3 Pg. 109 Review Your Knowledge #3
84 (Optional)	Identify the components of an orientation program for a new employee.	Instruction: Pg. 98 Orientation Pg. 98 Onboarding Application: Pg. 109 Review Your Knowledge #4
85	Outline the procedures used in employee performance documentation, promotion, and termination.	Instruction: Pg. 105–106 Performance Management Pg. 105 Figure 6-3 RedSky Travel Employee Performance Evaluation Pg. 106–107 Termination of Employees Application: Pg. 109 Review Your Knowledge #8, 10 Pg. 110 Apply Your Knowledge #8, 10
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87	Review legal issues (e.g., harassment, employee rights, privacy, drug testing, labor disputes, discrimination, and substance abuse) and the potential impact on the business.	Instruction: Pg. 119–120 Labor Relations and Compensation Pg. 120 Figure 7-2 Compensation and Benefits Laws Pg. 120–122 Equal Employment Opportunity Laws Pg. 121 Figure 7-3 Equal Employment Opportunity Laws Application: Pg. 127 Review Your Knowledge #6–7

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89 (Optional)	Explain the purpose and characteristics of staff development and continuing education programs.	Instruction: Pg. 98–99 Training Pg. 103 Ongoing Training Application: Pg. 101 Check Your Understanding #4 Pg. 104 Check Your Understanding #4
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90	Demonstrate effective communication techniques in working with individuals and groups.	Instruction: Pg. 138 Leaders Create Effective Teams, second column, paragraph 6 Pg. 139 Figure 8-3 Guidelines for Effective Meetings Pg. 151–152 Communication Process Pg. 156–157 Communication Management Pg. 169 Professional Etiquette Application: Pg. 147 Event Prep: Parliamentary Procedure Pg. 163 Apply Your Knowledge #3 Pg. 178 Teamwork
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93 (Optional)	Examine potential communication challenges in international business.	Instruction: Pg. 160–161 Communicating in a Diverse Workplace Application: Pg. 164 Apply Your Knowledge #10

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94 (Optional)	Identify ways to motivate, coach, counsel, and reward individuals and teams.	Instruction: Pg. 136–138 Leaders Motivate Others Application: Pg. 145 Review Your Knowledge #4–5 Pg. 145 Apply Your Knowledge #7 Pg. 146 Teamwork
95	Identify methods for resolving conflicts.	Instruction: Pg. 142–143 Conflict Resolution Pg. 143 Figure 8-5 Conflict-Resolution Model Application: Pg. 143 Check Your Understanding #4–5 Pg. 145 Review Your Knowledge #10 Pg. 146 Apply Your Knowledge #10
96 (Optional)	Plan an effective meeting.	Instruction: Pg. 138–139 Leaders Create Effective Teams Pg. 139 Figure 8-3 Guidelines for Effective Meetings Application: Pg. 147 Event Prep: Parliamentary Procedure
97 (Optional)	Facilitate a meeting.	Instruction: Pg. 138–139 Leaders Create Effective Teams Pg. 139 Figure 8-3 Guidelines for Effective Meetings Application: Pg. 147 Event Prep: Parliamentary Procedure
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99	Demonstrate business etiquette techniques.	Instruction: Pg. 152 Employability Skills: Etiquette Pg. 169 Professional Etiquette Pg. 169 Figure 10-1 Professional Etiquette Application: Pg. 177 Review Your Knowledge #4 Pg. 178 Teamwork
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103 (Optional)	Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).	Instruction: Pg. v Precision Exams Certification Pg. 348 Professional Certification Pg. 348 Figure 19-6 Business Certifications Application: Pg. 353 Review Your Knowledge #6
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105	Develop a career plan in business management.	Instruction: Pg. 338–341 Career Planning Pg. 339 Figure 19-4 Action Items For a Career Plan: Sales Manager Application: Pg. 354 Internet Research: Career Plan
106	Conduct a job search.	Instruction: Pg. 341–343 Finding Career Information Pg. 363–365 Applying For Employment Application: Pg. 354 Internet Research: Employment Opportunities Pg. 376 Internet Research: Online Job Advertisement
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108	Create a letter of application or cover letter.	Instruction: Pg. 362–363 Writing Cover Messages Pg. 362 Figure 20-2 Example of cover message Application: Pg. 375 Apply Your Knowledge #4
109 (Optional)	Participate in a mock interview.	Instruction: Pg. 368 Common Question, first column, paragraph 2 Application: Pg. 376 Apply Your Knowledge #8 Pg. 376 Teamwork
110	Compose an interview follow-up letter.	Instruction: Pg. 370–371 Write a Follow-Up Message Pg. 370 Figure 20-5 Example of thank-you message Application: Pg. 376 Apply Your Knowledge #9
111	Identify sources of lifelong education.	Instruction: Pg. 347 Lifelong Learning Application: Pg. 353 Review Your Knowledge #7 Pg. 353 Apply Your Knowledge #8
112 (Optional)	Identify the steps to follow in resigning from a position.	Instruction: Pg. 168 Soft Skills, paragraph 3 and bulleted list Pg. 371 Evaluating an Offer
113 (Optional)	Create a portfolio containing representative samples of student work.	Instruction: Pg. 363–364 Applying For Employment, paragraphs 1–3 Pg. 364 Figure 20-3 Portfolio Elements Application: Pg. 365 Check Your Understanding #5 All Portfolio Development activities