



1 business planning

- strategic planning
- goals/objectives



3 health, safety, and environment

- regulatory issues
- safe workplace

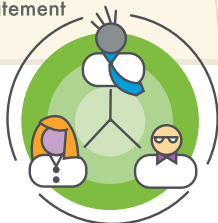
4 community issues

- impact of the company on the community
- impact of the community on the company



2 management

- organizational structure/culture
- mission statement



all aspects of an industry



5 principles of technology

- technology in the workplace
- continued professional training



6 personal work habits

- positive attitude
- personal fitness and appearance
- readiness for work



7 technology and production skills

- team player skills
- specific production skills



8 labor issues

- employees' rights and responsibilities
- role of labor organizations



9 finance

- capital acquisitions
- financial operations

All Aspects of an Industry identifies nine aspects that are common to any business or industry. Learners should gain a strong experience in and a comprehensive understanding of these concepts and skills to be successful in their employment experiences.

1 business planning

how an organization plans (includes goals and objectives); type of ownership (public, private); relationship of the organization to economic, political, and social contexts; assessment of needs

- strategic planning
- goals/objectives
- assessment of customer needs and expectations

2 management

structure and process for effectively accomplishing the goals and operations of the organization using facilities, staff, resources, equipment, and materials

- organizational structure
- corporate culture
- mission statement
- employee handbook

3 health, safety, and environment

practices and laws affecting the employee, the surrounding community, and the environment

- regulatory issues
- workplace safety

4 community issues

impact of the company on the community; impact of the community on the company

- community activities and issues
- organization's involvement in the community
- public perception/image of company
- accessibility of facility and services

5 principles of technology

technological systems being used in the workplace and their contributions to the product or service of the organization

- technology in the workplace
- continued professional training
- adaptability and learning from experience

6 personal work habits

non-technical skills and characteristics expected in the workplace

- positive attitude
- personal fitness and appearance
- readiness to work

7 technology and production skills

basic skills in math, communications, computer, time management, and thinking; specific skills for production; interpersonal skills within the organization

- basic academic skills
- team player skills
- specific production skills

8 labor issues

rights of employees and related issues; wage, benefits, and working conditions

- job descriptions
- employees' rights and responsibilities
- role of labor organizations
- employment contracts or agreements
- cultural sensitivity

9 finance

accounting and financial decision making process; method of acquiring capital to operate; management of financial operations, including payroll

- capital acquisitions
- financial operations
- contracts, bidding, and estimates

Information obtained from:

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