

Business Management Badge



The **Business Management** badge, and associated credits (3) can be earned by completing BUSM 261 with a passing grade, or by completing each of the badges below through approved prior learning and/or comprehensive testing.

- Personal Success
- Planning
- Organizing
- Leadership Essentials
- Controlling



- 1) The **Personal Success** badge can be earned by completing the following:
- a) Formulate a personal development plan based on effective time management and goal setting.
 - b) Participate in and identify the four stages of team development.
 - c) Develop a targeted resume and cover letter.
 - d) Cultivate and nurture an understanding of personal motivation.
 - e) Describe the importance of ethics and social responsible behavior and identify strategies to encourage both.



- 2) The **Planning** badge can be earned by completing the following:
- a) Employ industry standard software tools to produce professional quality business communications to address a variety of business situations.
 - b) Explain the steps to rational decision making.
 - c) Identify the impact of innovation and change on business operations and employees.
 - d) Identify and discuss how managers create and manage organizational culture.
 - e) Discuss formal/informal communication processes with organizations.



- 3) The **Organizing** badge can be earned by completing the following:
- a) Conduct a performance appraisal and discuss how to use performance appraisals to give meaningful performance feedback.
 - b) Explain the different methods for job design.
 - c) Explain how to enhance work team effectiveness.
 - d) Discuss how to determine training needs, appropriate training methods, and conduct a training based on results.
 - e) Explain organizational hierarchies and the functions of management and administration at each level.



- 4) The **Leadership Essentials** badge can be earned by completing the following:
- a) Identify causes and potential solutions for miscommunication.
 - b) Lead others on a project to successful completion.
 - c) Identify how managers create/manage a climate of creativity and innovation.
 - d) Use equity theory to explain how employees' perceptions of fairness affect motivation.
 - e) Discuss how visionary leadership helps leaders achieve organizational success.



- 5) The **Controlling** badge can be earned by completing the following:
- a) Describe the behaviors, processes, and outcomes managers can use to maintain control, increase productivity, and increase data security.
 - b) Describe how companies can access and share information and knowledge.
 - c) Interpret and analyze financial information to make business decisions.
 - d) Prepare a business report that integrates data from multiple sources to illustrate and emphasize key information.
 - e) Explain the importance of written policies, rules, and procedures.