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| **TEXAS CTE LESSON PLAN**  [www.txcte.org](http://www.txcte.org) | |
| **Lesson Identification and TEKS Addressed** | |
| **Career Cluster** | Business Management and Administration |
| **Course Name** | Practicum in Business Management |
| **Lesson/Unit Title** | Management and Interpersonal Skills |
| **TEKS Student Expectations** | **130.143. (c) Knowledge and Skills**  (1) The student demonstrates professional standards/employability skills required by business and industry:  (B) The student is expected to demonstrate collaboration skills through teamwork.  (5) The student applies principles of effective interpersonal skills:  (A) The student is expected to demonstrate professional qualities, including positive attitude, loyalty, and diplomacy;  (B) The student is expected to identify and demonstrate skills needed to maintain effective work relations with relevant parties such as colleagues and customers; and  (G) The student is expected to demonstrate methods for implementing and improving customer satisfaction.  (6) The student demonstrates leadership and teamwork skills in collaborating with others to accomplish goals and objectives:  (A) The student is expected to analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation; and  (B) The student is expected to demonstrate teamwork skills through working cooperatively with others to achieve goals. |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations and  one English Language Proficiency Standards (ELPS) Strategy) | |
| **Instructional Objectives** | **Performance Objective**  Upon completion of this lesson, students will defend the purpose of management as it relates to efficient operation of a business. Students will discuss the relationship of interpersonal and team-building skills and how effective managers use them.  **Specific Objectives**   * Students will identify the three levels of management. * Students will theorize how a self-managing team functions. * Students will evaluate the five functions of management. * Students will discuss the difference between traditional and horizontal organizations. * Students will explain how interpersonal and team-building skills are vital to employee, management, and customer interaction. * Students will demonstrate effective interpersonal and team building skills. |
| **Rationale** | Upon completion of this lesson, students will defend the purpose of management as it relates to efficient operation of a business. Lessons also address the team and interpersonal skills required for success in business and management. |
| **Duration of Lesson** | This unit should take 25 class days to complete, including presentation days. |
| **Word Wall/Key Vocabulary**  *(ELPS c1a,c,f; c2b; c3a,b,d; c4c; c5b) PDAS II(5)* |  |
| **Materials/Specialized Equipment Needed** | **Materials Needed**   * Copies of assignments, empty CD cases   **Equipment Needed**   * Teacher computer and printer * Projector (for digital presentation)   **Handouts/Instructional Aids**   * Student Notes * Management: Another Piece of the Puzzle * A “Taste of Your County” * Group Presentation Rubric * Group Progress Rubric * Your Personal Brand * Project Rubric * Interpersonal Skills * Interpersonal Skills Key * “Personal Bucket List” * Donors Choose Campaign * Donors Choose Campaign Rubric * TEKS Correlations * Outline * Notes to Teacher |
| **Anticipatory Set**  (May include pre-assessment for prior knowledge) | **Learner Preparation**   * Ask what makes management effective? * Ask what character traits are common in “good” managers? * Explain how interpersonal skills are important in the work place. |
| **Direct Instruction \*** | **Lesson Introduction**   * Ask the class if anyone has ever had to “manage” other people. * Explain how effective interpersonal skills are necessary for managers to function in business. * Tell students the information they will learn in this lesson will be important to them as they complete the assigned project.   **Tasks**   * Students will take notes, as directed by the teacher. * Students will complete individual and group assignments. * Students will present their projects to the class. |
| **Guided Practice \*** | **Guided Practice**  The teacher will have the students complete the included assignments. It is up to the teacher’s discretion whether to assign some of the larger projects to pairs or small groups instead of to individual students. |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** |  |
| **Lesson Closure** | **Review**   * We all possess personal traits that make us unique. * Everyone has a set of personal ethics; however, the degree to which we use them is an individual choice. * Developing and using effective interpersonal skills is necessary for successful managers. |
| **Summative / End of Lesson Assessment \*** | **Informal Evaluation:** It is up to the teacher’s discretion regarding how to grade the daily and deskassignments. The teacher will monitor the students’ work to check for understanding.  **Formal Evaluation:** Students will complete extensive projects to demonstrate knowledge ofmaterial covered in this unit. Rubrics have been provided. |
| **References/Resources/**  **Teacher Preparation** | **Preparation**   * Secure a computer lab if none is readily available in the classroom. * Copy the handouts and assignments. |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** |  |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** | |
| **Reading Strategies** |  |
| **Quotes** |  |
| **Multimedia/Visual Strategy**  **Presentation Slides + One Additional Technology Connection** |  |
| **Graphic Organizers/Handout** |  |
| **Writing Strategies**  **Journal Entries + 1 Additional Writing Strategy** |  |
| **Communication**  **90 Second Speech Topics** |  |
| **Other Essential Lesson Components** | |
| **Enrichment Activity**  (e.g., homework assignment) |  |
| **Family/Community Connection** |  |
| **CTSO connection(s)** | Business Professionals of America  Future Business Leaders of America |
| **Service Learning Projects** |  |
| **Lesson Notes** |  |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)