
Decision-Making

- x Identify, describe, and evaluate models, tools, and techniques used in organizational decision-making and ethical decision-making.

Group Dynamics and Team Management

- x Identify how to set goals and expectations in teams.
- x Explain how to delegate tasks, duties, and responsibilities in a team setting.
- x Know when and how to prepare, give, and receive feedback to enhance individual and team performance

Facilitation and Meeting Management

- x Explain how to prepare for and conduct effective meetings, including how to prepare a meeting agenda, facilitate a meeting, and prepare meeting minutes, either in person or through electronic media.

Communication in Organizations

- x Prepare and deliver clear and concise examples of business communication in appropriate situations (e.g., cover letters, resumes, memos, and reports).

Conflict Management

- x Recognize, choose and apply appropriate conflict management strategies in one-on-one and in team situations.

Professionalism

- x Prepare and deliver a concise and professional personal introduction (e.g. ?elevator speech?)
- x Demonstrate appropriate professional conduct

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