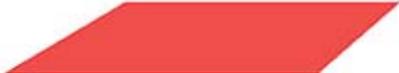




SkillsUSA®

**Career
Essentials:
*Foundations***





Managing A Plan

Workplace Skills: Planning, Organizing and Management

- Essential Questions
 - How can we make sure projects are organized and completed by the deadline?
 - How can I handle changing priorities within a project?
 - Why is it important to use proactive language versus reactive language?



Managing A Plan

Workplace Skills: Planning, Organizing and Management

- Students will understand...
 - The project management process includes multiple steps.
 - Even though project plans are made, there will often be changing priorities within a project.
 - Plans can change when working on a project, but ultimately, we control how we react to those changes.
 - Using proactive behavior illustrates the control we have when reacting to situations.



Managing A Plan

Workplace Skills: Planning, Organizing and Management

- Students will know...
 - The steps in the project management process.
 - How to apply the project management process within a prescribed timeframe.
 - How to respond to changing priorities in a project.
 - The differences between “reactive behavior” and “proactive behavior.”



Managing A Plan

Workplace Skills: Planning, Organizing and Management

- Students will be able to...
 - List the steps in the project management process.
 - Apply the project management process in a real-world situation.
 - Describe how to react to changing priorities in a project.
 - Differentiate between reactive behavior and proactive behavior.



It's been said, "Poor planning on your part does not constitute an emergency on my part."
What do you think that means?





Objectives:

- List the steps in the project management process.
- Apply the project management process in a real-world situation.
- Describe how to react to changing priorities in a project.
- Differentiate between reactive behavior and proactive behavior.





Responding To Changing Priorities

- What is this selection about? What are the major ideas?
- What do I understand about what I am reading? What needs to be clarified?
- What questions do I have?
- What images or pictures come to mind?



Reactive Behavior

Situations determine your reaction, circumstances control your behavior, and others are blamed for your actions.

Proactive Behavior

You examine your thoughts and behaviors before reacting; you control how you respond to any situation.





Reactive Versus Proactive Language

- What questions do you have about this topic?
- How does this information relate to your life?
- What is one fact that really struck you?