

NAME _____

1. What are the three main reasons why people get fired?
2. What is a job fair?
3. Why is learning how to speak in a public forum important? How does it equate to success?
4. What are three keys in delivering a clear/concise public speech?

5. What is a PROSPER tour critique?

6. What is an Entrepreneur? Give one example:

7. Define Union:

8. What is sole Proprietorship? List the advantages:

9. Define Chain of Command:

10. What is a risk taker?

11. Define accountability:

12. Define equality:

13. Define perception:

14. What is your long term goal/what is your short term goal?

15. Describe PROPSER IN YOUR OWN WORDS:

16. Name 2 changes that you have made since attending PROSPER: Why have you made these changes?

17. What are three keys to a successful Interview?

18. What is emotional IQ and how does it relate to the workforce?

19. What is PERCEPTION? Who creates perception/is there truth within perception?

20. Why is your career DNA important?

21. PROGRESS IS IMPOSSIBLE WITHOUT _____?

22. Are you a lamb or a lion? Explain.

23. Are you workforce ready? WHY?

24. What are your strengths? What are your weaknesses?

25. Are you impeccable with your word? Are you an honest person? Do you cast judgement?

26. Articulate your plan: What is your course of Action?

27. Define: Values/Skills/Abilities

28. What is the relationship between RESPECT and BEHAVIOR?

29. Define your Instructor:

30. How do you handle your conflicts/problems? Go through or go around? (Explain)



What is an Entrepreneur? - Definition, Characteristics & Examples

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Lesson Transcript

Entrepreneurship is an important engine of growth in the economy. In this lesson, you'll learn about what an entrepreneur is and the key characteristics and skills that a successful entrepreneur possesses. Some examples of entrepreneurs will also be given.

Entrepreneurs - Risk Takers

Meet Eddie. He's an **entrepreneur**, which is a person who starts a business. Eddie recently graduated from college with a degree in computer programming and has developed an app that he believes will make him a small fortune. So, instead of working nine to five for a software company in Silicon Valley, he decides to start his own. He wants to challenge himself and work the way he wants to without answering to a boss. He's using a small inheritance to fund the start-up. As an entrepreneur, Eddie is not only starting a business, but is risking his personal wealth to establish it.

Eddie is also trying to convince some friends from school to form an entrepreneurial team with him. An **entrepreneurial team** is a group of people that help spread out the risk of the new venture and also bring in different talents and skill sets to it. Eddie has a friend who majored in accounting and another who majored in marketing. He's hoping they may come along with him and bring their skills and some cash. If he can build the right team, he can create a synergy, where the group can achieve more together than they can apart.

Examples of Entrepreneurs

Eddie hopes that his entrepreneurial gamble will pay off as well as the gambles of other well-known entrepreneurs, such as:

- Bill Gates, founder of Microsoft. There are probably not many people that have not been touched by one of his products, such as Microsoft Windows, Microsoft Office and Internet Explorer.
- Steve Jobs, co-founder of Apple computers, which produces Macs, iPods and iPhones, as well as Apple TV.
- Mark Zuckerberg, the founder of Facebook.
- Pierre Omidyar, founder of eBay.
- Arianna Huffington, founder of the Huffington Post, a well-known online news site.

Caterina Fake, co-founder of Flickr, which hosts images and videos on the Internet.

Characteristics & Skills

Entrepreneurs are like gamblers, and like any gambler, their chances of winning increase if they have the right cards. Let's look at some characteristics and skills that help an entrepreneur succeed.

A tolerance for **risk-taking** is a necessary attribute for entrepreneurs. You can think of risk-taking as pursuing an activity even if there is a chance of a negative consequence. Starting a business is risky, and even more so when you're using your own money. Sometimes you can spread the risk by convincing investors to come along on your new venture or by forming an entrepreneurial team, like Eddie is trying to do. But, at the end of the day, you can't avoid risk if you are going to start a new business and innovate.

Entrepreneurs also need **creativity**. Think about Steve Jobs and Mark Zuckerberg; these two entrepreneurs brought innovative products to the market that changed the way we live. Successful entrepreneurs innovate in one of two ways. They can bring an entirely new product or service to the market, like the first cellular phone. On the other hand, they can radically improve upon something in a dramatic way, just like the iPhone changed the world of smart phones.

Initiative is also required. Entrepreneurs lead. If you are not willing to start without being pushed, your new business will never get off the ground. For example, Eddie had an idea fresh out of college and took the initiative to start his business venture. No one had to convince him to act; he just acted.

Independence is also a paramount attribute for entrepreneurs. Nobody holds an entrepreneur's hand, and they don't want any hand-holding. Successful entrepreneurs must be willing to go it alone and succeed or fail on their own effort without relying much on the other people.

Entrepreneurs also need excellent **problem solving** skills. Successful entrepreneurs often provide a service or good that solves a problem for potential customers. But, problem solving doesn't stop with product design. Running a business is all about problem solving. You have to figure out how to start your business, how to obtain financing, how to market your product and how to manage employees, just to name a few problems that the average entrepreneur will encounter.

Organizational skills are necessary. Running a business is complex and time consuming. Without organization skills, a business may unintentionally break laws, productivity could fall short or it could be unprepared for unexpected situations and problems. Entrepreneurs need to constantly juggle and multitask because they often wear the hats of owner, manager, accountant, and salesperson.

Communication is essential. Entrepreneurs must be able to effectively communicate with potential lenders, investors, business partners and customers. Sooner or later, most businesses will need capital to grow. Entrepreneurs must make their pitch to lenders or investors to get the

funds needed to take their business to the next step. And of course, if you can't convince your prospective customers of the value of your product or service, your business is doomed to fail.

Lesson Summary

Let's review what we've learned. An **entrepreneur** is a person who starts a new business and usually risks his own money to start the venture. Examples of well-known entrepreneurs include Bill Gates, Steve Jobs, Mark Zuckerberg, Pierre Omidyar, Arianna Huffington and Caterina Fake. Important characteristics of successful entrepreneurs include **risk taking, creativity, initiative, problem solving, organizational skills, communication and independence.**

Learning Outcomes

Upon completing this lesson, you'll be able to:

- Define entrepreneur
- List examples of famous entrepreneurs
- Describe characteristics required of successful entrepreneurs



Roles and Duties of Union Members and Leadership

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Lesson Transcript

Union membership can offer some important benefits to workers. In this lesson, we'll discuss the purposes of a union, the roles members may play in a union and the effects of union representation in an organization.

Union - Definition and Purpose - *Non-Union - not belonging labor union*

Zoey is a teacher and a member of a union. A **union** is an organization of workers who join together to advance their common interest for better pay, benefits and working conditions. The purpose of Zoey's union is to act as the exclusive representative of Zoey and her fellow members in dealing with her employer.

The union allows Zoey and the other teachers to bargain collectively rather than individually with the school district for the best wages, benefits and work conditions possible. Employees who are able to bargain as a group have a stronger bargaining position than those that must bargain with an employer alone - there's simply strength in numbers.

Roles of Members

A union is like any other organization with members that serve different roles. Let's look at some of the roles that members of a union can fill.

Zoey is part of the general membership. This may not sound important, but unions are democratic organizations and all members have power within the organization. The **general membership** makes general policy decisions through voting. Zoey and other general members will also elect the union's executive officers who manage the day-to-day operations of the union.

Elizabeth is one of the officers of Zoey's local union, elected by Zoey and the other members. Elizabeth serves as the **president** of the union and manages its day-to-day affairs. Zoey's union also has a **secretary** that keeps records of the union's meetings and a **treasurer** that manages its financial transactions and collection of dues. Other unions may have additional types of officers, such as auditors and vice presidents.

List of Corporate Titles

by Miranda Brookins



Corporations give their employees titles based on the roles and responsibilities they have within the company. While some companies use "vice president" "director" and "manager" as titles for their employees, commonly, high-level employee titles contain the word "officer," with mention of the business unit they oversee. These officers, also referred to as C-level executives, are responsible for making decisions that ensure their companies reach their financial and non-financial goals.

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* **Chief Executive Officer**

Small business owners serve as the chief executive officers of their businesses, while CEOs at larger companies tend to come from a pool of candidates with wider experience. The CEO oversees the general direction of the business and is ultimately responsible for hiring and managing employees, determining which products and services to offer and monitoring and affecting the profits their company makes. They're also responsible for any losses the company suffers.

* **Chief Operating Officer**

The chief operating officer, also known as the COO, is an integral member of a business's management team. The COO is in charge of managing the overall day-to-day operations of a business. They provide the CEOs with executive support and help with top-level decision-making, which can include hiring, approving budgets and coming up with work-flow processes and procedures.

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* **Chief Financial Officer**

A chief financial officer, or CFO, handles a company's financial matters. The CFO keeps track of revenues and expenses, prepares and reviews tax documents, creates and manages budgets and prepares financial statements such as cash-flow and income statements and balance sheets. A CFO may also reconcile the company bank statements to ensure accounts payable and accounts receivable are accurate.

Delegation in Management: Definition & Explanation

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Lesson Transcript

Delegation is vital for the accomplishment of many organizational tasks. In this lesson, you will learn what delegation is and some of its key concepts.

Delegation Defined

Delegation occurs when someone with authority confers upon another person the power to do a particular task. Delegation is usually a one-way street - superiors delegate authority to subordinates. However, ultimate responsibility for task completion usually remains the responsibility of the person who delegated the authority to complete it. For example, if your boss delegates a task to you, she is likely still ultimately responsible for making sure that task is accomplished.

Scalar Chain

No one person can do it all, and many organizational leaders have their hands full - too full. Delegation is basically a way for organizations to distribute the authority to operate to all levels of the organization from the top to the bottom.

This dissemination of authority is known as the **scalar principle**. This principle states that you must have a clear line of authority running from the top of an organization down to the bottom. This line of authority is often called a **scalar chain** or **chain of command**, which is comprised of series of relationships between a superior and her subordinate, arranged vertically that allows communications to flow up and down the chain.

Support

Example

So why are scalar chains important for delegation? The scalar chain is made through the use of delegation. Let's use an example to illustrate the point. You are the president of a large manufacturing company. Your job is to implement the strategies and policies given to you by the board of directors and run the day-to-day operations of a company that spans three continents and employs over 25,000 people in over 30 offices around the world.