

outside the United States?

b. Draft the summary.

c. Have the team edit and finalize it.

You Decide | Case Study

Hiring a New Day Care Center Director

Katie has decided to expand her day care business. She has one location licensed to accommodate 12 children between 6 months and 5 years old. It is open from 8:00 a.m. to 5:30 p.m. Monday through Friday. Many of her customers have been asking for Saturday and extended hours. In addition, she has

a waiting list of seven children. Finally, the local military base is about to add 5,000 new jobs, so Katie believes there will be even greater demand for her services.

Katie's expansion plans include tripling the size of her current space and extending the hours. The center will be open from 7:00 a.m. to 9:00 p.m.



Monday through Friday and from 8:00 a.m. to 4:00 p.m. Saturday. Katie will also open another location across town, near the military base, that will accommodate up to 36 children.

Katie will continue to run the main location. She is getting ready to hire a director for the new center. She has identified two finalists for the position. Both meet all the local legal requirements for working at a day care center.

- Shawn has a bachelor's degree in early childhood development as well as extensive experience working in a day care center. He has never been a supervisor.
- Elizabeth has a degree in elementary education with a teaching certificate that includes pre-K, which qualifies her to work at a day care center. She has been a supervisor at a local restaurant that caters to children for five years, but she has never worked in a day care center.

MANAGER'S TOOLKIT

Political skills are an important part of the core management toolkit. Locate at least two credible articles discussing political skills in the workplace.