

Management Concepts

Week 6

Assignment 2: Complementary Partners

Due Week 6 and worth 200 points

Imagine you are working with a partner to plan and host a workshop on leadership. There will be 100 people attending. Review the following optional articles and videos that detail creating a PowerPoint presentation for this assignment:

- “Create your first PowerPoint 2013 presentation” by Microsoft, found at <http://office.microsoft.com/en-us/support/create-your-first-powerpoint-2013-presentation-RZ102925085.aspx?CTT=5&origin=HA102809627>.
- “Top Ten Slide Tips” by Garr Reynolds, found at <http://www.garrreynolds.com/presentation-tips/design/>.
- “Top 10 Best Practices When Using PowerPoint for Presentations” found at http://www.youtube.com/watch?v=rtvgW25vj_I.

Write a five to seven (5-7) slide narrated PowerPoint presentation in which you:

1. Describe what strengths you would like your partner to have for this particular task, and why.
2. Explain how the strengths you have chosen for your partner would complement your strengths.
3. Identify the top two leadership points you would want to share at the workshop, and discuss why you selected those points.
4. Address two additional leadership traits that can assist in managing conflict and improve communication within the organization.
5. Format your assignment according to the following formatting requirements:
 - a. Format the PowerPoint presentation with headings on each slide and at least one (1) relevant graphic (photograph, graph, clip art, etc.). Ensure that the presentation is visually appealing and readable from up to 18 feet away.
 - b. Include a title slide containing the title of the assignment, your name, your professor's name, the course title, and the date.

The specific course learning outcomes associated with this assignment are:

- Describe the primary functions of management (planning, organizing, leading, controlling) and the associated skills, tools, and theoretical approaches that can be used to accomplish these functions.
- Explain the multiple aspects of the managerial planning process and the application of various business- and corporate-level strategies.
- Explain the principal theories of leadership and motivation, and describe the fundamental considerations in managing and motivating individual and group behavior.
- Describe actions to improve communications, manage conflict, develop strong organizational culture, and improve the ethical behavior in organizations.
- Use technology and information resources to research issues in management concepts.
- Write clearly and concisely about management concepts using proper writing mechanics.

Click [here](#) to view the grading rubric for this assignment.

Grading for this assignment will be based on answer quality, logic / organization of the paper, and language and writing skills, using the following rubric.

Points: 200		Assignment 2: Complementary Partners			
Criteria	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80-89% B	Exemplary 90-100% A
1. Describe what strengths you would like your partner to have for this particular task, and why. Weight: 25%	Did not submit or incompletely described what strengths you would like your partner to have for this particular task, and why.	Insufficiently described what strengths you would like your partner to have for this particular task, and why.	Partially described what strengths you would like your partner to have for this particular task, and why.	Satisfactorily described what strengths you would like your partner to have for this particular task, and why.	Thoroughly described what strengths you would like your partner to have for this particular task, and why.
2. Explain how the strengths you have chosen for your partner would complement your strengths. Weight: 25%	Did not submit or incompletely explained how the strengths you have chosen for your partner would complement your strengths.	Insufficiently explained how the strengths you have chosen for your partner would complement your strengths.	Partially explained how the strengths you have chosen for your partner would complement your strengths.	Satisfactorily explained how the strengths you have chosen for your partner would complement your strengths.	Thoroughly explained how the strengths you have chosen for your partner would complement your strengths.
3. Identify the top two leadership points you would want to share at the workshop, and discuss why you selected those points. Weight: 20%	Did not submit or incompletely identified the top two leadership points you would want to share at the workshop, and did not or incompletely discussed why you selected those points.	Insufficiently identified the top two leadership points you would want to share at the workshop, and insufficiently discussed why you selected those points.	Partially identified the top two leadership points you would want to share at the workshop, and partially discussed why you selected those points.	Satisfactorily identified the top two leadership points you would want to share at the workshop, and satisfactorily discussed why you selected those points.	Thoroughly identified the top two leadership points you would want to share at the workshop, and thoroughly discussed why you selected those points.
4. Address two additional leadership traits that can assist in managing conflict and improve communication within the organization. Weight: 20%	Did not submit or incompletely addressed two additional leadership traits that can assist in managing conflict and improve communication within the organization.	Insufficiently addressed two additional leadership traits that can assist in managing conflict and improve communication within the organization.	Partially addressed two additional leadership traits that can assist in managing conflict and improve communication within the organization.	Satisfactorily addressed two additional leadership traits that can assist in managing conflict and improve communication within the organization.	Thoroughly addressed two additional leadership traits that can assist in managing conflict and improve communication within the organization.
5. Clarity, writing mechanics, and formatting requirements Weight: 10%	More than 8 errors present	7-8 errors present	5-6 errors present	3-4 errors present	0-2 errors present