

Learning Guide Unit 1

Reading Assignment

As you go through the readings and watch the video, consider the following:

- What are the various functions of management?
- What are the different skills and practices required of managers?
- How can workplace behaviors be related to the different personality traits?
- What are the appropriate managerial behaviors required for organizational success?

Read:

1. LibreTexts. (2024). *Principles of Management*. Open Education Resource LibreTexts Project. Licensed under [CC BY-NC-SA 3.0](https://creativecommons.org/licenses/by-nc-sa/3.0/). https://biz.libretexts.org/Bookshelves/Management/Principles_of_Management

- Read [Chapter 1: Introduction to Principles of Management](#)

This chapter explains who managers are, the nature of their work, and the dimensions of the Planning-Organizing-Leading-Controlling (P-O-L-C) framework.

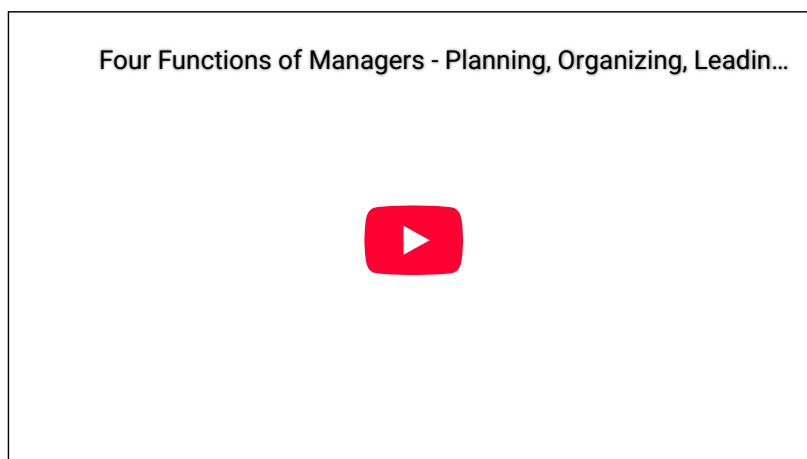
- Read [Chapter 2: Personality, Attitudes, and Work Behaviors](#)

This chapter explores the role of personality and values in determining work behaviors, the process of perception, major work attitudes that affect work behaviors, and the key behaviors that contribute to organizational performance.

Watch:

1. The Learning Curve. (2023, February 23). *Four functions of managers - planning, organizing, leading and controlling* [Video]. YouTube.

This video explains the Big Five Personality Traits: Openness, Conscientiousness, Extraversion, Agreeableness, and Neuroticism.



2. Leaders Talk. (2024, December 2). *10 management skills every manager should have* [Video]. YouTube.

This video explains some of the essential skills for managers.

10 Management Skills Every Manager Should Have



3. The Right Questions. (2024, March 12). *How to define your personality with the Big 5 Traits (OCEAN) Test* [Video]. YouTube.

This video explains the Big Five Personality Traits, namely Openness, Conscientiousness, Extraversion, Agreeableness, and Neuroticism

How to Define Your Personality with the Big 5 Traits (OCEA...

