Michael Scott – Regional Manager of Dunder Mifflin

Today we discussed the different functions of Management. (Planning, organizing, leading, and controlling) Your task will be to watch the following episode of the office and record instances, both good and bad, of Michael Scott performing, or failing to perform the various functions of management. At the end you will give him an overall letter grade on his performance in each area.

**Planning – the process of setting realistic goals for a business (both short term and long term)**

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| **Instances of Michael implementing or failing to implement planning strategies** | **Overall Grade** |
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**Leading – Managers are leading when they focus employees on achieving objectives and motivate their staff to accomplish these objectives. This is achieved through motivation, communication and encouraging participation.**

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| **Instances where Michael demonstrates or fails to demonstrate leadership skills** | **Overall Grade** |
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**Organizing – Is the arranging of people and tasks to carry out the companies business plans. The manager determines tasks and duties for the department.**

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| **Instances of Michael demonstrating or lacking organization** | **Overall Grade** |
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**Controlling – activities involved in controlling include employee discipline, performance appraisals, etc.**

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| **Instances of Michael controlling behaviour** | **Overall Grade** |
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