

The One Minute Manager,
by Kenneth Blanchard and Spencer Johnson

Standards: Personal Management Skills IV

Essential Question: What skills do managers need to function efficiently and effectively in a business environment?

Introduction: Did you ever wonder why certain people are looked up to? Did you ever wonder how certain people seem to easily get others to do what they ask and work hard at it? Are you the type of person to just “do it” rather than delegate others to help you?

After reading *The One Minute Manager* and creating a plan to be your own version of the “One Minute Manager,” you will be on your way to being an effective and efficient leader as a student now, and a manager in your professional lives!

As we read three secrets to being an effective and efficient manager you will be creating a Keynote presentation that demonstrates your personal reflection on the secrets.

Keynote Instructions:

Your Keynote will have a minimum of 7 slides. Each slide must use pictures and words to demonstrate your personal reflection on the topic. The font should be 24 pt. or larger and pictures should be appropriate and relatable to the topic.

Slide 1: Introduction

Slide 2: Your Personal Mission Statement created on the Stephen Covey Website. This slide should include a reflection of what you learned about yourself while completing the mission statement.

Slide 3: The 10 items you found doing research on what makes an effective and efficient leader/manager. (This was an in class assignment we completed May 21st.)

Slide 4: One Minute Goals Summary: Refer to page 19

Slide 5: One Minute Praising Summary: Refer to page 26

Slide 6: One Minute Reprimands Summary: Refer to page 33

Slide 7: Why One Minute Goals Work: Your own personal reflection.

You will be presenting the Keynote the week of finals. Schedule to come.

One Minute Manager Keynote Presentation

Names:

		High Average Low				
1	Each slide clearly demonstrated personal reflection on the topic for slides 4-7	15	13	11	9	7
2	Your Personal Mission Statement was complete included your own responses	5	4	3	2	1
3	Included 10 ways a manager can be effective and efficient	5	4	3	2	1
4	Font was 24 pt. or larger and images related to the topic	5	4	3	2	1
5	You presented your Keynote in a professional manor adding to each slide additional thoughts and didn't just read the words on the slides.	10	8	7	6	5

Comments:

Total: /40