

A collection of symbolic objects is arranged on a light-colored wooden surface. On the left, a wooden board with a checkered pattern holds several small, round, light-colored objects. A red ribbon with a circular emblem is attached to a medal. Below it, a blue ribbon with a circular emblem is attached to another medal. A large, ornate silver star-shaped medal with a central emblem is also visible. In the bottom left corner, a circular compass with a white face and black markings is shown. A pair of gold-rimmed glasses with thin temples is positioned in the center. The background is a plain, light-colored wall.

# Collaborative Strategy Scenario

Advance Organizers  
and Metaphors in  
Learning



# Rhinoceros Team Members

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# Outline

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# Strategy

Advance Organizers  
And  
Metaphors



# Content

- ◆ Advance Organizer Paragraph
- ◆ Management Functions and Activities
- ◆ Leadership/Family Comparison
- ◆ Experience with Bad Managers
- ◆ Experience with Good Managers



Title

Management and  
Leadership  
In  
Organizations



# Training Session

- ◆ Time Required 60 Minutes
- ◆ Number of Participants 10 to 40
- ◆ Target Audience Business Students



# Goal of Activity

- ◆ To Understand Management/Leadership in Organizations
- ◆ To Make Use of an Advance Organizer to Facilitate Learning
- ◆ To Make Use of a Metaphor to Facilitate Learning



# Purpose of Script

- ◆ Use of Metaphors to Aid Comprehension
- ◆ Use of Advance Organizers to Aid Comprehension



# Learning Outcomes

- ◆ Gagne's Taxonomy: Cognitive Strategies of Advance Organizers and Metaphors for Learning
- ◆ HEO Taxonomy: Cognitive Processes for Understanding and Retaining Information

A collection of historical artifacts is displayed on a light-colored surface. On the left, there is a wooden chessboard with a blue and white checkered pattern and several chess pieces. Next to it are two ornate medals with red and blue ribbons. A silver compass is visible in the bottom left corner. A pair of round, gold-rimmed glasses with thin temples is positioned in the center. The text 'Learner Characteristics' is overlaid on the right side of the image.

# Learner Characteristics

Business Students  
Or  
Participants in  
Corporate Training



# Training Factors

- ◆ **Entry Skills:** Reading & Work Experience
- ◆ **Setting:** Classroom or Training Session
- ◆ **Media:** Computer, Flip Charts, Pen and Paper



# Process

- ◆ Present Advance Organizer Paragraph
- ◆ Management Functions Activity
- ◆ Manager/Parent Activity
- ◆ Bad Manager Examples Activity
- ◆ Good Manager Examples Activity
- ◆ Discussion of Leadership/Management
- ◆ Discussion of Relationships

A collection of military medals and a compass on a wooden surface. The medals include a red ribbon with a circular emblem, a blue ribbon with a circular emblem, and a silver star-shaped medal with a central emblem. A pair of glasses is also visible. A compass is in the bottom left corner.

# Advance Organizer Paragraph

The management of an organization performs the 4 basic functions of planning, organizing, leading, and controlling. Management approaches range from autocratic to democratic, from people oriented to task oriented, and from effective to ineffective.



# Management Functions Activity

- ◆ Participants Work Individually
- ◆ List 5 Activities of a Manager at Work
- ◆ Share Lists with Class in Round Robin Fashion
- ◆ Discuss Management Functions
- ◆ Compare Students Activities to Management Functions



# Management Functions

- ◆ Planning-setting objectives and determining how to achieve them
- ◆ Organizing-determining resources and activities, design formal structure, assign responsibilities, delegate authority
- ◆ Leading-communicating with employees and motivating them
- ◆ Controlling-Measuring to determine if objectives were accomplished



# Manager/Parent Activity

- ◆ Discuss Managing an Employee
- ◆ Discuss Parenting a Child
- ◆ Compare the 2 Situations
- ◆ Manager/Parent-Autocratic to Democratic
- ◆ Manager/Parent-Person or Task Oriented
- ◆ Effect of Autocratic/Democratic on Child/Employee
- ◆ Effect of Person/Task on Child/Employee



# Bad Manager Activity

- ◆ Think of Past Managers
- ◆ Pick Three Worst Managers
- ◆ List Characteristics of Bad Managers
- ◆ Compile Master List of Characteristics
- ◆ Discuss Employee Reaction to Situation
- ◆ Discuss Implications of Situation



# Good Manager Activity

- ◆ Think of Past Managers
- ◆ Pick the 3 Best Managers
- ◆ List Characteristics of Good Managers
- ◆ Compile Master List of Characteristics
- ◆ Discuss Employee Reaction to Situation
- ◆ Discuss Implications of Situation

A collection of military medals and a compass on a corkboard. The medals include a red ribbon with a circular emblem, a blue ribbon with a circular emblem, and a silver star-shaped medal with a central emblem. A pair of glasses is also visible. A compass is located in the bottom left corner.

# Assessment

Write a paragraph about what managers do, what makes a good or bad manager, and what are the effects of good or bad managers in organizations