

Business Management

PRINTABLE INTERACTIVE NOTEBOOK

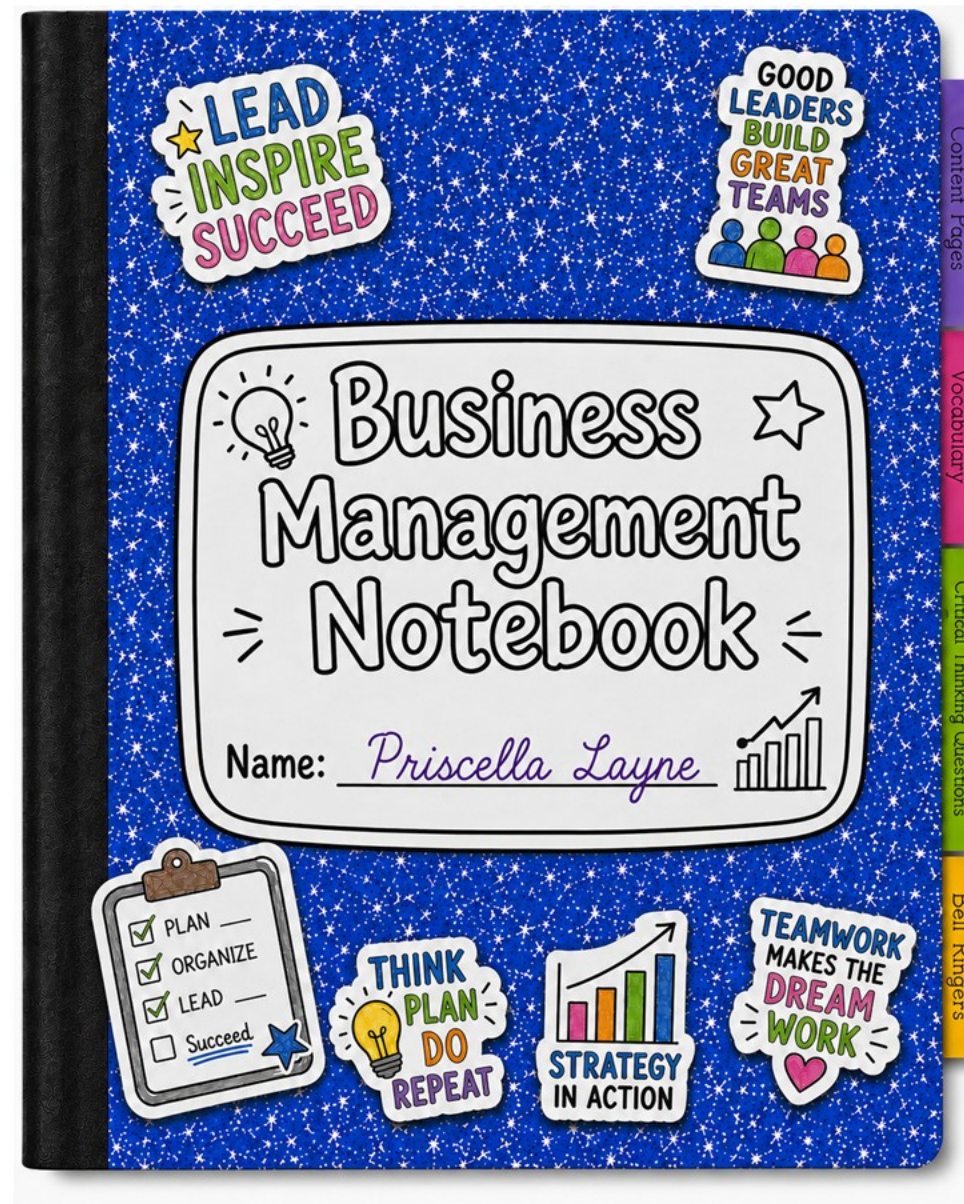
FUN Note-Taking!

**Great for
Device-Free Days!**

**Middle School /
High School**

**NO PREP!
SAVES YOU TIME!**

BUSINESS EDUCATION WITH *Denise Leigh*



PRINT

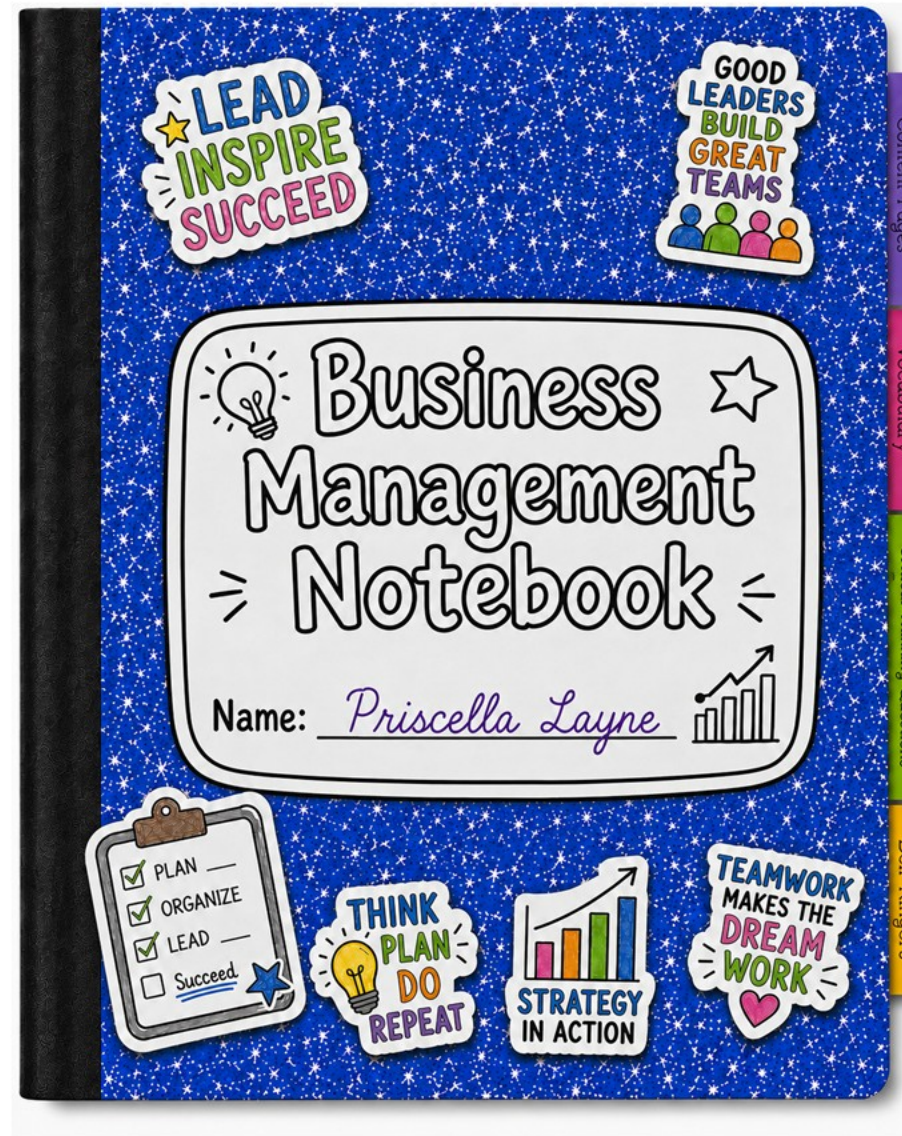


Includes a 35-Page Printable Notebook

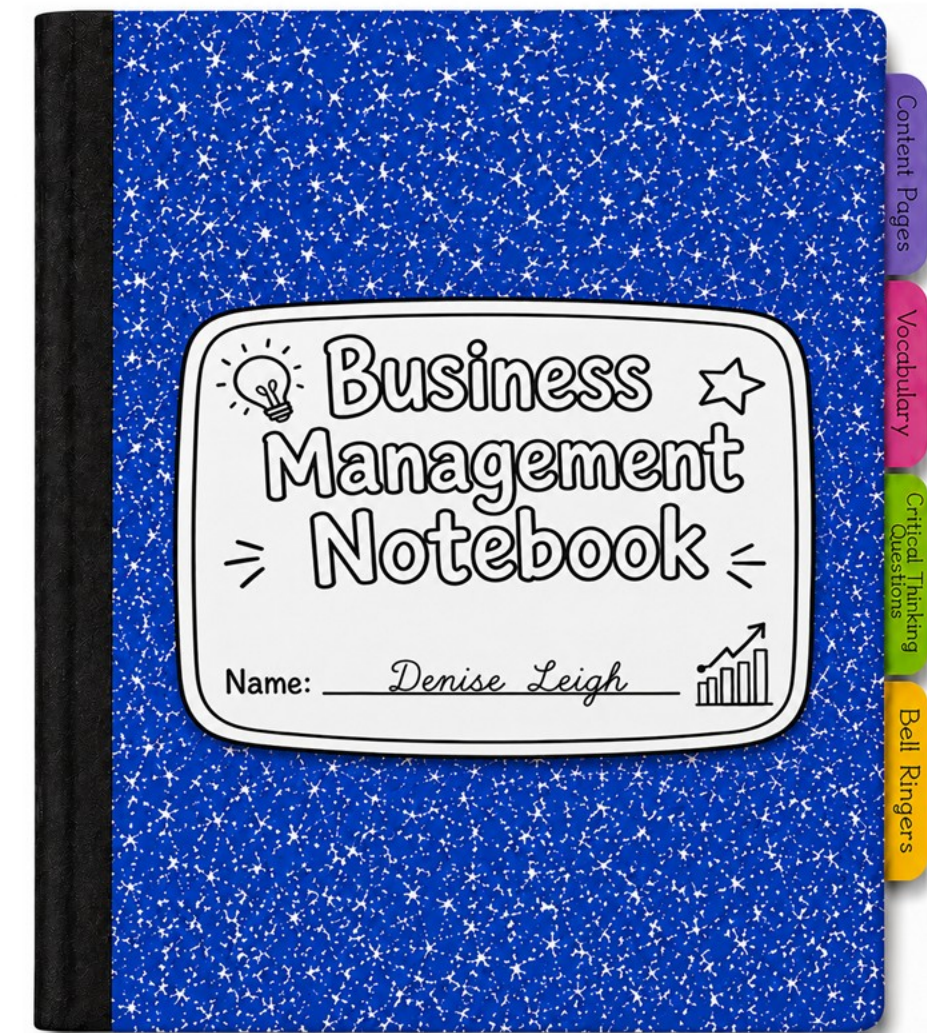
GREAT FOR:

- ✓ Independent Work
- ✓ Bell Ringers
- ✓ Exit Tickets
- ✓ Homework
- ✓ Formative Assessments
- ✓ Tech-Free Learning Activities

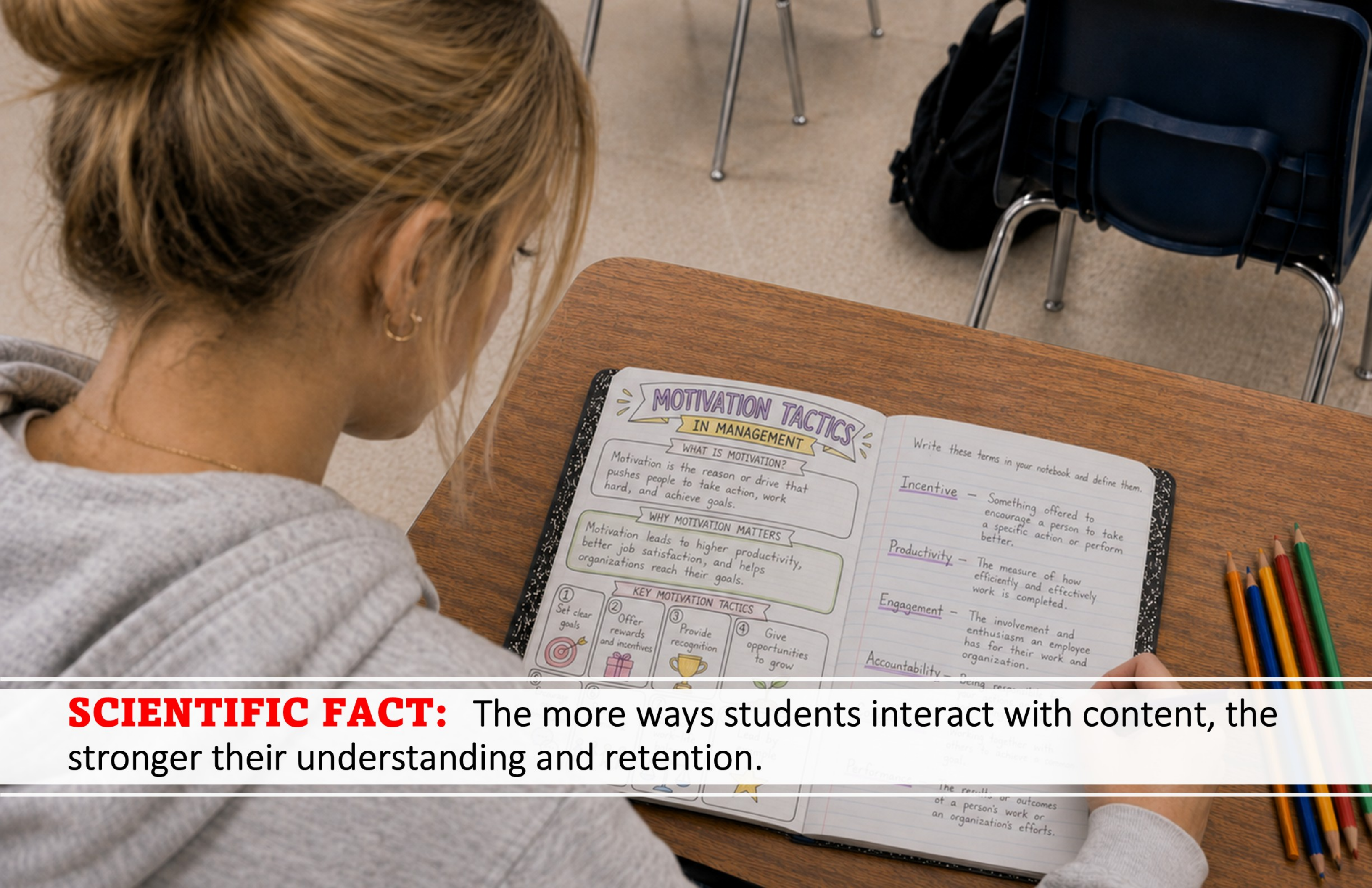
COMPOSITION NOTEBOOK NOT INCLUDED



Student Version



**Teacher Version w/
Answer Keys Included**



SCIENTIFIC FACT: The more ways students interact with content, the stronger their understanding and retention.

Includes
Teacher
Instructions
& Grading
Suggestions

Teacher Instructions

This interactive notebook is designed to help students organize course content while building understanding through writing and reflection.

Each lesson follows the same format:

1. **Content Page** – Students begin by adding the content page to their interactive notebook. I recommend projecting the **Teacher Version** so students can complete the content page. This keeps everyone on the same page and provides accurate reference notes throughout the course.
2. **Vocabulary** – After the content page has been copied or read in the notebook, students record the accompanying vocabulary terms. On the opposite notebook page, students should write each term and complete the definitions or explanations.
3. **Critical Thinking Questions** – Each lesson includes critical thinking questions that encourage students to apply what they have learned. These questions work well as independent practice, partner discussions, bell ringers, exit tickets, or homework. They are also an excellent option for days when you want to provide a meaningful, technology-free learning activity.

*This teacher's file deliberately does not include answer keys to the critical thinking questions as answers will vary and responses are subjective.

By following this consistent structure throughout the course, students will create a notebook that serves as both a study guide and a valuable reference for future lessons and assessments.

Grading Suggestions

I recommend grading your students' interactive notebooks throughout the course. This encourages students to stay caught up, take pride in their work, and put effort into each lesson.

Consider grading the following:

- **Notebook participation** – Students complete all required notebook activities.
- **Organization and neatness** – Pages are in order, easy to read, and well maintained.
- **Critical thinking questions** – These responses show what students understand about the lesson.

I use the grading method of 5 points for each critical thinking question. To earn all 5 points, students should write a thoughtful, complete response that demonstrates they understand the content. Responses should go beyond a one-word or one-sentence answer and include enough detail to explain their thinking.

*I always gave notebook grades each grading period.

MANAGEMENT

DEFINITION

WHAT IS MANAGEMENT?

WHY IS MANAGEMENT IMPORTANT? WHO USES MANAGEMENT?

WHERE IS MANAGEMENT USED?

KEY CONCEPTS OF MANAGEMENT

THINK ABOUT IT!

Business Education with Denise Le

Great Pencil and Paper Note Taking Activities

Write these terms in your notebook and define them.

Delegation

Authority

Accountability

Coordination

Motivation

Communication

Leadership

Strategy

© Leigh

Vocabulary Connection

 **CONTROLLING**
MANAGEMENT FUNCTION
CRITICAL THINKING QUESTIONS 

1 Why is it important for managers to compare actual results to goals? What might happen if they don't? 

2 Imagine a store is not meeting its sales goal. What steps should the manager take to find out why and fix the problem? 

3 Think of a time in school, sports, or a club when someone had to check how things were going and make changes. What did they do? How did it help? 

 ☆ ☆ ☆ 

Business Education with Den

I also included critical thinking questions.

Here is a list of bell ringer/exit ticket questions. If you choose to use these, either have students answer the questions on the Bell Ringer pages that are in their file, or answer directly on this page.

Bell Ringers

Four Functions of Management

1. Which management function comes first?
2. Give one example of planning in a business.
3. Why is organizing important before working?
4. How does leading help employees succeed?
5. What could happen if a manager does not control?

Planning Management Function

1. Why do businesses create goals before working?
2. What is one advantage of planning?
3. How can planning help a business time?
4. What information should a manager gather before planning?
5. How can planning help a business succeed?

Organizing Management Function

1. Why should tasks be assigned to the right person?
2. What resources do businesses organize?
3. How can poor organization affect customer service?
4. Give one example of organizing in a school.
5. How can teamwork improve organization?

Leading Management Function

1. What makes someone a good leader?
2. How can a manager motivate employees?
3. Why is communication important in leading?
4. How should a leader handle employee conflict?
5. Name one leader you admire and explain why.

Controlling Management Function

1. Why should managers measure performance?
2. What is one way a manager can control?
3. Why is customer feedback valuable?
4. What should a manager do if goals are not met?
5. How does controlling improve a business?

Seven Types of Management Styles

1. Which management style is most common?
2. Why do different businesses use different styles?
3. Which management style do you prefer?
4. How has management style changed over time?
5. Why should managers understand their style?

Four Types of Management Styles

1. Which management style should be used in a crisis?
2. Which management style encourages creativity?
3. Which management style might different situations require?
4. When might an authoritative style be used?
5. Which management style encourages teamwork?

Motivation Tactics in Management

1. Besides money, what motivates employees?
2. Why does recognition improve motivation?
3. How can managers create a positive work environment?
4. Describe a time you felt motivated to do your best.
5. What happens when employees lose motivation?

Business Ethics

1. Why is honesty important in business?
2. What would you do if you saw an employee acting unethically?
3. Why do businesses create codes of ethics?
4. How can unethical behavior hurt a company's reputation?
5. Why should businesses treat customers fairly?

Organizational Structures

1. What is the difference between an organization's structure and its culture?
2. How might an organization's structure affect its success?
3. What are the advantages of a flat organizational structure?
4. Why might a large company choose a hierarchical structure?
5. How can organizational structure affect communication?

Management Levels

1. Which level of management is most closely involved with customers?
2. Why is top management important?
3. How do middle managers help a business succeed?
4. What decisions are made by lower-level managers?
5. How do the three levels work together?

Two Key Areas of Management (Operations & Financial Management)

1. What does operations management focus on?
2. Why is financial management important?
3. How do operations and financial management work together?
4. Which area would be more challenging to manage? Why?
5. Give one business decision that requires both operations and financial management.

Management Skills

1. Which management skill do you already have?
2. Which management skill would you like to learn?
3. Why is communication an important management skill?
4. How does problem-solving help management?
5. Which management skill do you think is most important?

Human Resource Management

1. Why is hiring the right employees important?
2. What training might new employees need?
3. Why should companies evaluate employee performance?
4. How can employee safety be improved?
5. What responsibilities would a HR manager have?

Delegation

1. Why don't managers do everything themselves?
2. What are the benefits of delegation?
3. How can delegation improve team performance?
4. What might happen if work is not delegated properly?
5. Describe a task you could successfully delegate.

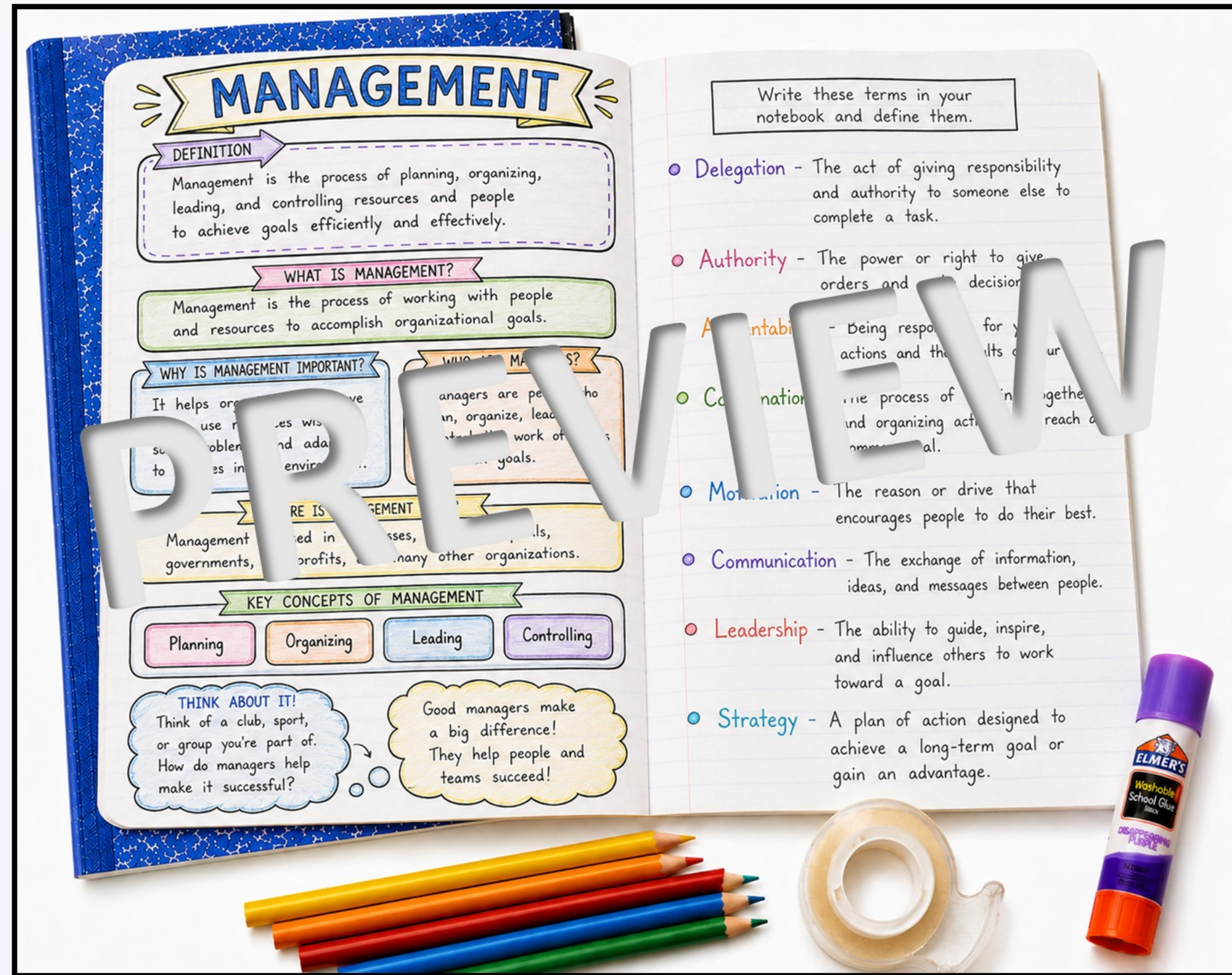
Time Management

1. What is your biggest time waster?
2. Why is setting priorities important?
3. How can a schedule reduce stress?
4. What is one way to avoid procrastination?
5. What is one time management habit you want to improve?

I also included bell ringers.

Use
tape or glue sticks
to attach the pages
to the notebook.

Students write
vocabulary words
directly on the
notebook pages.



Some teachers told
me they prefer
FULL-SIZED SHEETS
for a 3-ring binder
so, I added that size
too!

TOP 10 MANAGEMENT SKILLS

Important skills managers use to lead people and help organizations succeed.

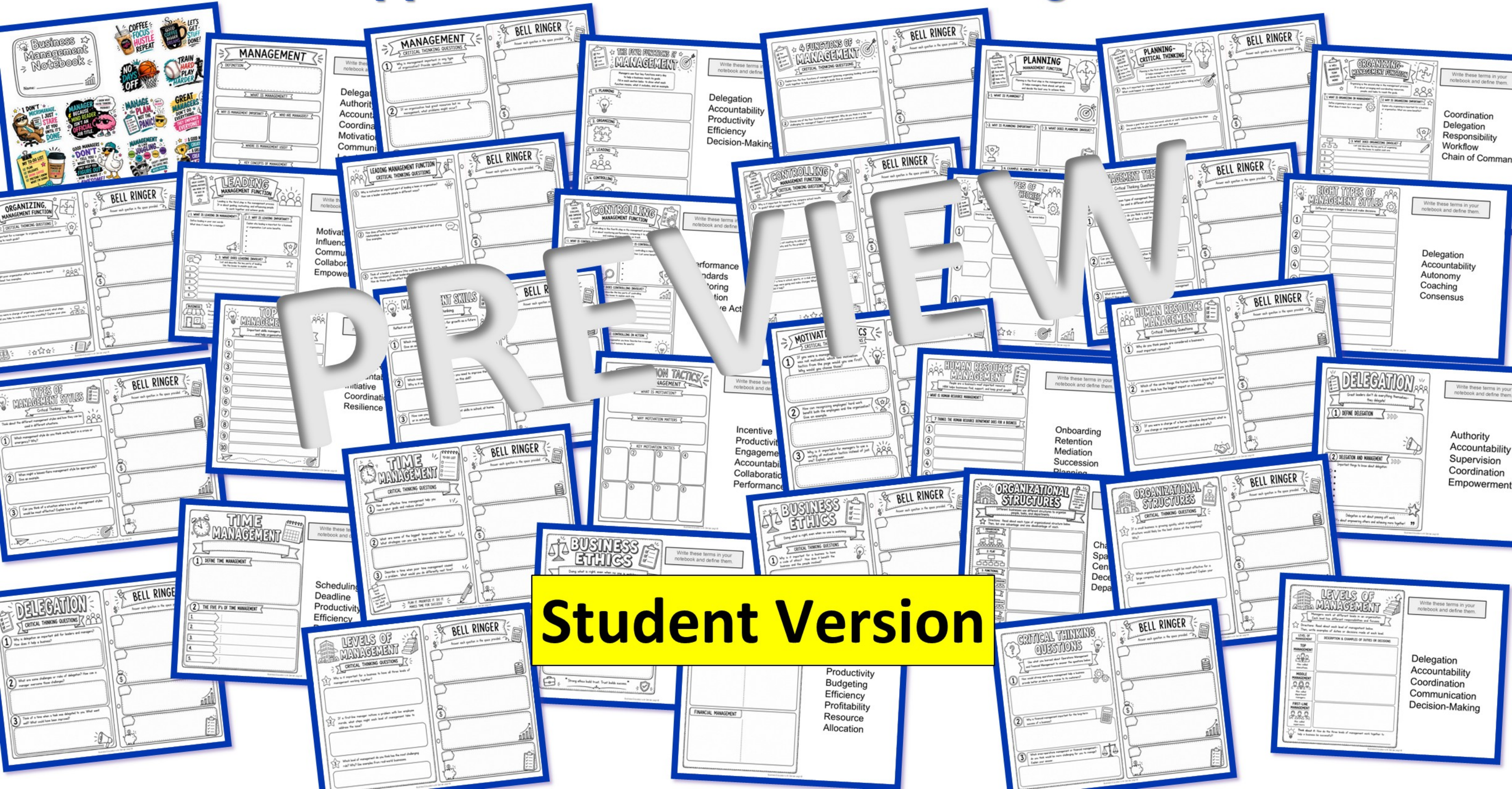
- 1. Conflict Resolution** - The ability to address disagreements and find solutions that satisfy everyone involved.
- 2. Accountability** - Taking responsibility for your actions and ensuring tasks are completed.
- 3. Initiative** - Being proactive and taking action without being asked.
- 4. Coordination** - Organizing people and resources to work together effectively.
- 5. Resilience** - The ability to bounce back from challenges and keep going.
- 6. Communication** - Clearly sharing information and listening to others.
- 7. Time Management** - Using time wisely and prioritizing tasks to meet deadlines.
- 8. Problem Solving** - Finding effective solutions to challenges and making good decisions.
- 9. Adaptability** - Adjusting to change and being open to new ideas and situations.
- 10. Leadership** - Inspiring and guiding others to achieve goals and succeed.

Write these terms in your notebook and define them.

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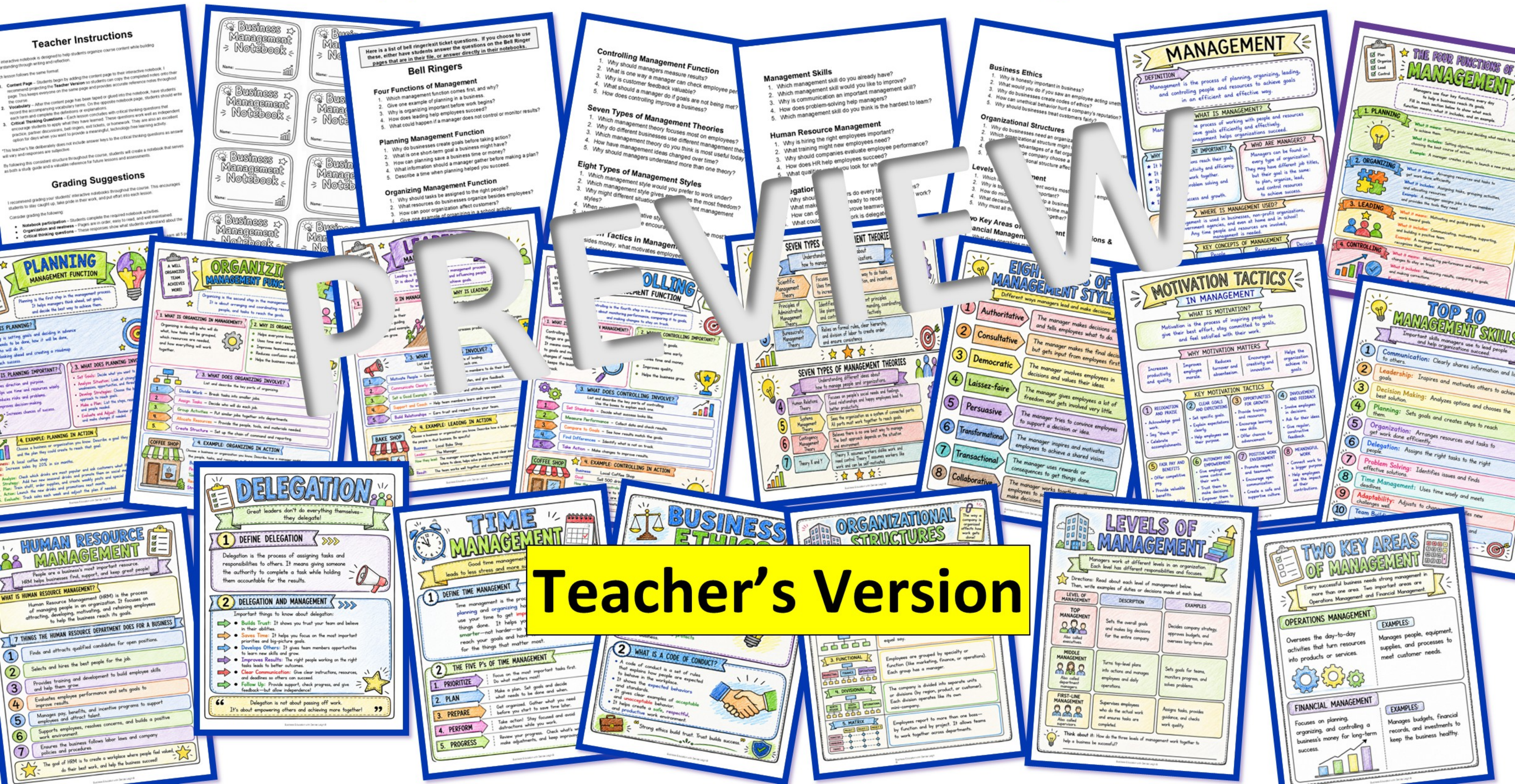
Interactive Notebook Preview

Great Supplement Materials for Management Class



Interactive Notebook Preview

Great Supplement Materials for Management Class



THIS INTERACTIVE
NOTEBOOK GOES
GREAT WITH MY
**MANAGEMENT
SEMESTER COURSE**

Business Management

FULL SEMESTER COURSE

A 'PLUG AND PLAY'
Management Course
aligned with the
National Business
Education
Association's (NBEA)
Standards

Includes a
Lesson Library
to keep the Teacher
Organized

NO PREP!



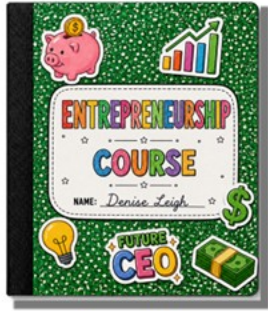
BUSINESS EDUCATION WITH *Denise Leigh*

10 Interactive Notebooks. Every Business Prep. One Easy Solution.

Entrepreneurship

INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
Middle School or High School



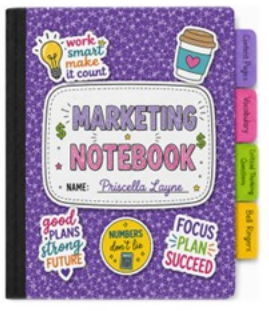
NO PREP!
SAVES YOU TIME!

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Marketing

INTERACTIVE NOTEBOOK

FUN Note-Taking!
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Middle School / High School



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Personal Finance

INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
Middle School / High School



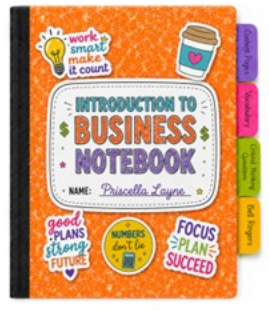
NO PREP!
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BUSINESS EDUCATION WITH Denise Leigh

Introduction to Business

INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
Middle School / High School



NO PREP!
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Computer Applications

INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
Middle School / High School



NO PREP!
SAVES YOU TIME!

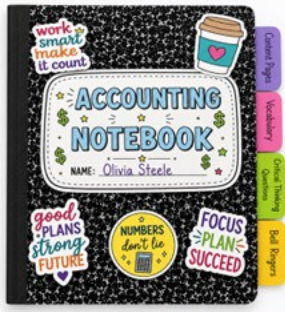
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Great for Tech-Free Days.

Accounting

INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
High School Accounting Class



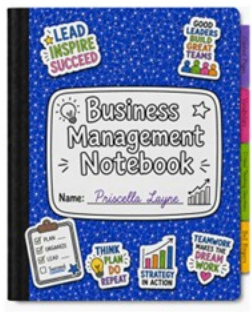
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Management

INTERACTIVE NOTEBOOK

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Middle School / High School



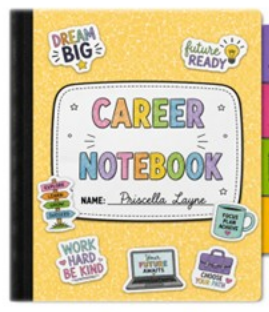
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Career Class

INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
Middle School / High School



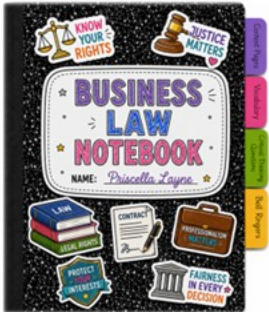
NO PREP!
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BUSINESS EDUCATION WITH Denise Leigh

Business Law

INTERACTIVE NOTEBOOK

FUN Note-Taking!
Great for Device-Free Days!
Middle School / High School



NO PREP!
SAVES YOU TIME!

BUSINESS EDUCATION WITH Denise Leigh

AP[®] Business with Personal Finance

FULL YEAR COURSE BUNDLE

112 PRESENTATIONS, LESSONS, ACTIVITIES, & PROJECTS



NO PREP!
NO GUESS WORK!
SAVES YOU TIME!

STUDENT WORKBOOK

INTERACTIVE NOTEBOOK

Not Affiliated with, Endorsed by, or Approved by College Board

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

