

Brigham Young University

Reading Journal

For each reading assignment in the Management In Dietetics class a reading journal was to be completed to help organize and solidify concepts covered in that reading. The following are samples of some of the reading journals I completed for that class.

Date: September 12, 2011

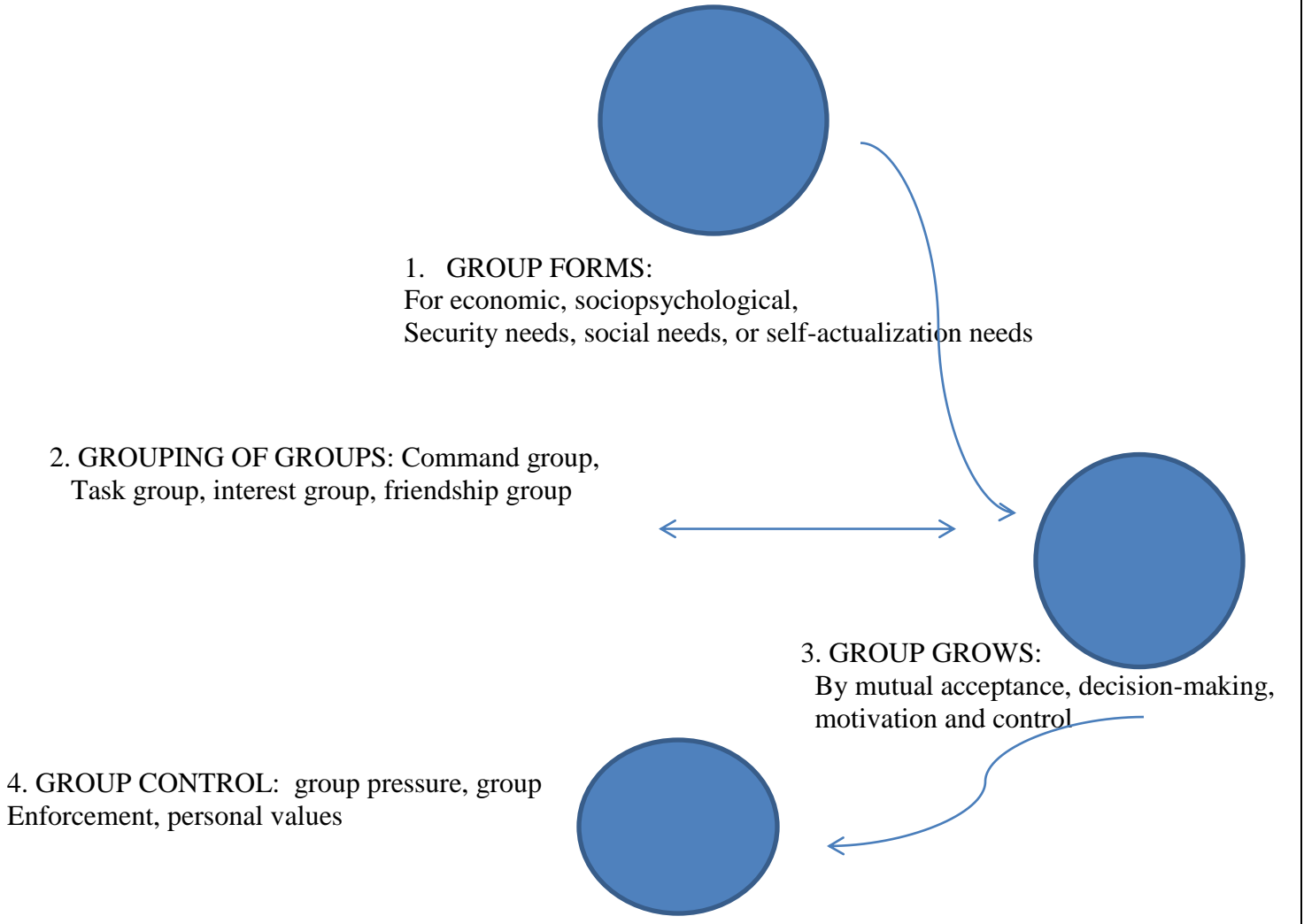
Name: Lisa Lindow No. 25

Responding to: Group Dynamics A13-37

Group Dynamics

Interaction, Shared goals, Behavior system, Stable role relationships

GROUP COMPONENTS: followers, leader



So . . .

Groups are constantly forming and changing no matter where we are or what we are doing. It is having a good leader to help direct the group through this path that makes a group more productive, and having followers that are willing to put in their skills and cooperate.

I'm still not sure about:

No questions

Creativity and Problem-Solving

Creativity is observing and then creating new relationships. There is rarely a completely 100% original new idea, most creations are built on other people’s ideas or from looking at something in a new way. This is also known as synthesis or modification.

Three Types of Creation

1. Creation (making something new come into being)
2. Synthesis (two previously unrelated things are joined)
3. Modification (a thing is improved or gains new application)

Small things are creative and can have just as much of an impact as big things ie the tin can. It doesn’t have to be big to be creative.

Decision Making, Communication, and Balance

Information is not the same as knowledge. Managers need information, but more importantly they need knowledge and skill.

Stages of Decision Making

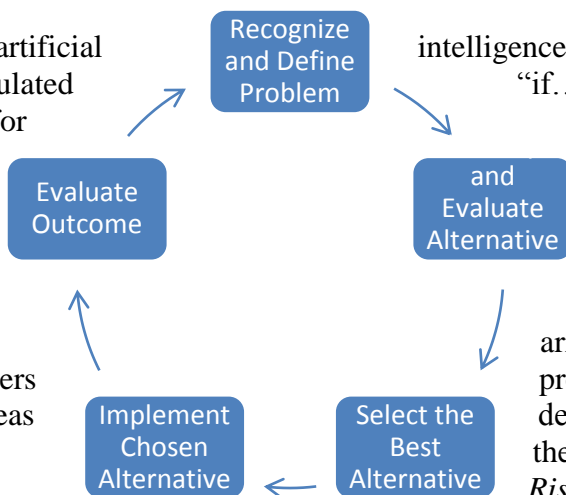
1. Definition of the problem
2. Identification and analysis of possible courses of action
3. Selection of a particular course of action

Programmed Decisions: Decisions made by following policy and procedure

Nonprogramed Decisions: Using good judgment and thinking things through

The Decision-Making Process

Decisions can also be made by artificial solving techniques involve calculated would result in the most profit for



intelligence or expert systems. Their problem “if...then” statements based on what the corporation long term.

Group Decision Making

Interacting groups: Members discuss or argue points.

Delphi groups: Panel of experts make predictions.

Nominal groups: Groups members write down as many creative ideas to solve a problem as possible. Ideas are then voted on.

Focus Groups: Ten-twenty people talk about a particular aspect and look at human behavior.

Groupthink: When reaching a agreement becomes more important to the group than arriving at a sound decision. This prevents the group from making good decisions. People don’t want to rock the boat.

Risky Shift: Individuals take more risk when in a group, aka group decisions a

So. . . .

There are pros and cons to different decision making techniques. Sometimes a group would be better for a “go big or go home” kind of idea. Individuals may be better at making a very focused decision that is less risky. There are different processes that are appropriate for different situations.

Creativity doesn't have to be new. Creative is different, or useful. There are many ways to allow creativity in the workplace and as a manager it is important to recognize and reward all types of creativity because it will help motivate and encourage those being managed.

I'm still not sure about:

Just a clarification: Group think is a negative thing because it is going for what is comfortable rather than what is best, right?

Also, is risky shift is when people feel anonymity so that they become more willing to take a risk because no one has to answer for it directly?

Date: September 13, 2011

Name: Lisa Lindow No.25

Responding to: FO 307-315 and E37-39

Management Principles

Managers Purpose

Coordinating resources in a sensible way by acquiring, organizing, and combining them to accomplish goals. Involves planning, organizing, staffing, directing and controlling humans, materials, facilities and operations.

Manager has authority, responsibility, and accountability in their position.

Efficiency: Doing things right

Effectiveness: Doing the right things

General Manager: Responsible for all the activities of a larger unit

Functional Manager: Responsible for only one small area of organizational activity

Management Matters

The more budgetary and supervisory responsibilities you take on the more money you will make.

Involves analysis and decision making skills, and this makes it 'scary' which is why many don't ever try to make it to a management position.

Top 10 Sought Business Skills

1. Strong work ethic
2. Positive attitude
3. Great communication skills
4. Time management abilities
5. Being a team player
6. Possessing self-confidence
7. Demonstrating the ability to accept and learn from criticism
8. Flexibility
9. Adaptability
10. Work well under pressure

"The conventional definition of management is getting work done through people, but real management is developing people through work."

So . . .

I thought it was very interesting how many skills of management are something that is inherently part of an individual personality. It is not completely a skill that can be taught, though a person could work to develop or increase skills that make a good manager. It really shows the importance of developing yourself and forming good habits and skills young because the more those are a part of you when you are young the more successful you can be as an adult in the working world.

