**Unit 1: Foundations of Management**

**Activity 1: What is an Organization? Questions:**

1. What skills will this course help you develop?
2. What is an organization?
3. What is the purpose of an organization?
4. Define mission statement and what does it usually identify?

\*Ensure to click on the links and check out the mission statements for the five businesses.

5. What is division of labour?

**Questions IconCheck Your Understanding**

For each of the following, choose the **best** word or words to complete the sentence and then check your answers using the website.

1. A(n) \_\_\_\_\_\_\_\_\_\_ is an arrangement of people and resources working in a planned manner toward specified strategic \_\_\_\_\_\_\_\_\_\_.
   1. business, profit
   2. hierarchy, purpose
   3. organization, goals
   4. labour force, aims
2. A \_\_\_\_\_\_\_\_\_\_\_\_ is a brief statement of the purpose of an organization.
   1. mission statement
   2. purpose paper
   3. goal statement
   4. mission document
3. Division of labour means that each person within an organization works on \_\_\_\_\_\_\_\_ tasks.
   1. identical
   2. similar
   3. generic
   4. specialized

**Activity 1: What is an Organization?**

Every organization has a mission or a purpose. A mission statement usually identifies:

* + the customers/clients the organization serves;
  + the products/services the organization provides; and
  + the underlying philosophy or values of the organization.

1. Locate the mission or vision statement for ***three or more organizations***. At least one of the statements should be for an organization with which you are involved (e.g. your school, your employer, a charity). In many cases, you can find a mission statement on an organization’s website.

**Hint:**  Type the name of the organization + mission statement in the search box on a search engine such as Google.

**ANSWER:**

Mission #1:

Mission #2:

Mission #3:

1. Choose **one** mission statement and share it with your peers in a class discussion. Your response should include:
   1. the name of the organization,
   2. the mission or vision statement, and
   3. the source of your information (i.e. a citation).
2. Read, or listen to, your peers’ responses.

Y:\Office14.PP\Office2010PP\MEDIA\OFFICE14\Bullets\BD21301_.gif**ASSIGNMENT:** Create a mission statement for yourself for this course. Print and hand in (10 Marks)