1. Business Planning
How an organization plans (includes goals and objectives), type of ownership (public, private), relationship of the organization to economic, political, and social contexts, assessment of needs.
• Strategic planning
• Goals/Objective
• Assessment of customer needs and expectations

2. Management
Structure and process for effectively accomplishing the goals and operations of the organization using facilities, staff, resources, equipment and materials.
• Organizational structure/culture
• Mission statement

3. Health, Safety and Environment
Practices and laws affecting the employee, the surrounding community, and the environment.
• Regulatory issues
• Safe workplace

4. Community Issues
Impact of the company on the community, impact of the community on the company.
• Community activities and issues
• Organization’s involvement in the community
• Public perception/image of company
• Accessibility of facility and services

5. Principal of Technology
Technological systems being used in the workplace and their contributions to the product or service of the organization.
• Technology in the workplace
• Continued professional training
• Adaptability and learning from experience

6. Personal Work Habits
Non-technical skills and characteristics expected in the workplace.
• Positive attitude
• Personal fitness and appearance
• Readiness for work

7. Technical and Production Skills
Basic skills in math, communications, computer, time management, and thinking; specific skills for production; interpersonal skills within the organization.
• Basic academic skills
• Team player skills
• Specific production skills

8. Labor Issues
Rights of employees and related issues; wage, benefits, and working conditions.
• Job descriptions
• Employees’ rights and responsibilities
• Role of labor organizations
• Employment contracts or agreements
• Cultural sensitivity

9. Finance
Accounting and financial decision-making process, method of acquiring capital to operate, management of financial operations including payroll.
• Capital acquisitions
• Financial operations
• Contracts, bidding and estimates

The Nine Aspects
All Aspects of An Industry identify nine aspects that are common to any business or industry. Learners should gain a strong experience in and a comprehensive understanding of these concepts and skills to be successful in their employment experiences.

Information obtained from:
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