

Strategic Management & Leadership System™

Contents

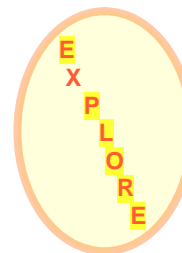
0-0 You Should (Print &) Read These INSTRUCTIONS Soon- System Contents and Their Use

0-0 Never Alter File or Folder Names in Folders 0-1, 0-2, 0-3, or 0-4

0-1 LAUNCH Presentations, Courses, Programs, Tools

(See page 4 and the insert)

- * 1_LAUNCH Managerial-Leadership Process and Tools UI.xls
- 2_LAUNCH Management Knowledge Base UI.xls
- 3_LAUNCH Books and Tools UI.xls
- * 4_LAUNCH Full Course or Seminar UI – All Figures and Tables by Chapters
- * 5_LAUNCH MD/OD Project UI – uses *N-GMD* chapters in PDFs.xls
- 5_LAUNCH MD/OD Project UI – uses orig series booklets in spreadsheets.xls
- * 6_LAUNCH Planning Process Materials & Tools UI.xls
- LAUNCH Briefing /Presentation UI.xls
- LAUNCH One-Disc™ Program and Tools Briefing (Overhead Projection).xls



0-2 KNOWLEDGE BASE – MAIN

(100 spreadsheet files with booklets, tools, and templates)

0-3 MANAGEMENT-LEADERSHIP TRAINING - ALL FIGURES & TABLES

(387 spreadsheet files with a figure or table)

0-4 LINKS to ALL FIGURES & TABLES - by TOPIC & Course-Book Sequence

0-5 Articles and White Papers

- 1_ Qualitative & Diagrammatic Knowledge Bases
- 2_ 0-Base (Meta-)Systems Analysis
- 3_ HT,HP vs. Situationalism

0-6 TOOLS for Management Processes & Activities

(14 folders with 254 spreadsheet checklists, tools, templates)

1_Analyzing_____	21 files
2_Planning Phase - general_____	12 files
3_Goal Setting_____	5 files
4_Planning (Strategies-Tactics, Programs-Projects, Action Plans)_____	11 files
5_Budgeting_____	22 files
6_Decision Making_____	24 files
7_Organizing_____	9 files
8_Staffing_____	4 files
9_Guiding Activities_____	6 files
10_Controlling_____	10 files
11_Evaluating Performance_____	3 files
Organization Development_____	105 files
Problem Solving & Decision Making_____	15 files
Time Management_____	6 files

0-7 TOOLS for Functional-Departmental Areas

(5 folders with 265 spreadsheet checklists, tools, templates)

Finance_____	44 files
Human Resources_____	91 files
Marketing_____	54 files
Production/Operations_____	42 files
Strategic Planning (all departments)_____	34 files

0-8 TOOLS for Course & Seminar Instructors

(6 folders with 67 spreadsheet or document files)

1_Course Syllabus & Schedule (samples)_____	9 files
2_Intro Materials_____	7 files
3_Student-Participant Preparation or Study Guides_____	19 files
4_Quizzes (by Chapter)_____	20 files
Module 2 Preparation_____	4 files
Quotations_____	7 files

0-9 TOOLS for MD & OD Mgrs & Internal Consultants

(22 spreadsheets and documents)

0-10 RD Cecil's original MD-OD Booklets in spreadsheets (19 folders, **31** spreadsheet booklets w/ figures & tables)
(See detailed booklets list in the MS-Word version list below.)

0_Series Introduction	2 booklets
1_Management-Leadership Think-Work Functions booklets - original	9 booklets
2_Management-Leadership Implementation Functions materials	4 booklets
2a_Delegation booklet - original	1 booklet
3_Time Management booklet - original	1 booklet
4_The Individual: A System of Characteristics booklet - original	1 booklet
5_Organizational Behavior booklet - original	1 booklet
6_Managerial & Leadershp Behavior booklets - original	5 booklets
7_(Individual) Problem Solving & Decision Making booklet - original	1 booklet
8_Interpersonal Relations booklets - original	2 booklets
9_Communication booklet - original	1 booklet
10_(Team) Think-Work in Organizations - original	1 booklet
11_Individual & Organizational Learning booklet - original	1 booklet
12_Summary, Synthesis & UPoM	1 booklet

0-11 RD Cecil's original MD-OD Booklets in documents (41 folders with **247** document and spreadsheet files)

1_Management and Leadership Think-Work Functions	
1_Introduction – original	6 pages
2_Analyzing booklet – original	35 pages
2a_Analyzing: Addendum	14 pages
3_Planning Phase booklet – original	23 pages
4_Goal Setting booklet – original	23 pages
5_Planning booklet – original	23 pages
6_Budgeting booklet – original	61 pages
7_Formulating Policies, Procedures, Rules booklet – original	11 pages
8_Decision Making booklet (Parts 1 and 2) – original	118 pages
Strategic & Annual Planning Steps manual – original	72 pages
Time Management booklet – original	23 pages
2_Management and Leadership Implementation Functions	
9_Organizing booklet – original	10 pages
10 & 11_Staffing; and Guiding Activity booklet – original	8 pages
Delegating booklet – original	13 pages
12_Controlling; and Evaluating Performance booklet – original	5 pages
3_Individual & Organizational Behavior booklets	
The Individual: A System of Characteristics booklet – original	57 pages
Organizational Behavior: An Analytic Frame of Reference booklet – original	27 pages
4_Managerial & Leadership Behavior	
M&LB - Part I - Styles booklet – original	82 pages
M&LB - Part II - Nonpersonal Influences booklet – original	63 pages
M&LB - Part III - Personal Influences booklet – original	62 pages
M&LB - Part IV - HT,HP and Situationalism booklet – original	40 pages
M&LB - Part V - OD Implications (Integrated MD-OD Project)	8 pages
5_(Individual) Problem Solving and Decision Making booklet – original	16 pages
6_Interpersonal Relations	
Part 1: Personal Characteristics booklet – original	54 pages
Part 2: Patterns of Behavior booklet – original	73 pages
Effective Communication booklet – original	25 pages
7_Effective (Team) Think-Work in Organizations booklet – original	30 pages
8_Individual and Organizational Learning booklet – original	23 pages
9_Summary, Synthesis & UPoM (Model)	37 pages

0-12 Next-Generation Management, Leadership, and Organization Development

[500-page John Wiley & Sons/Pfeiffer book with 18 chapters, each in a separate PDF file]