Strategic Management & Leadership System™
Folders' Contents in FREE Website Version

000   Descriptions of 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, and keep on the same drive.

0-1_LAUNCH Presentations, Courses, Programs, Tools **(Purpose-related user interfaces for file selection)**

> *   1_LAUNCH Managerial-Leadership Process and Tools Interface.xls
>   2_LAUNCH Management Knowledge Base Interface.xls
>   3_LAUNCH Books and Tools Interface.xls
> *   4_LAUNCH Full Course or Seminar Interface – All Figures and Tables by Chapters
> *   5_LAUNCH MD/OD Project Interface – uses *N-GMD* chapters in PDFs.xls
>   5_LAUNCH MD/OD Project Interface – uses orig series booklets in spreadsheets.xls
> *   6_LAUNCH Planning Process Materials & Tools Interface.xls   **Not available in free version**
> *   7_LAUNCH Contextual Search of Management Topics Interface.xls
> *   8_LAUNCH Contextual Search of Behavioral Topics Interface.xls
>   LAUNCH Briefing/Presentation Interface.xls
>   SM&L System™ Program and Tools (Briefing Projection).xls

Management/Leadership Training Materials and Management Tools in Spreadsheets

0-2_KNOWLEDGE BASE – MAIN   (**98** spreadsheet files with booklets, tools, and templates)

0-3_MANAGEMENT-LEADERSHIP TRAINING - ALL FIGURES & TABLES   (**386** spreadsheet files with a figure or table)

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

0-5 RD Cecil's original MD-OD Booklets in spreadsheets (19 folders, **30** spreadsheet booklets w/ figures & tables)
(See details in the list of pdf documents below.)

0_Series Introduction	**2** booklets
1_Management-Leadership Think-Work Functions booklets - original	**8** 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_0rganizational Behavior booklet - original	1 booklet
6_Managerial & Leadership 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

0-6 TOOLS for Management Processes & Activities   (14 folders with **253** 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

Not available in free version

0-7 TOOLS for Functional-Departmental Areas　　　　(5 folders with **265** spreadsheet checklists, tools, templates)

**Not available
in free version**

0-8 TOOLS for Course & Seminar Instructors　　　　(6 folders with **67** spreadsheet or document files)

**Not available
in free version**

0-9 TOOLS for MD & OD Mgrs & Internal Consultants　　　　(**22** spreadsheets and documents)

Printable Management/Leadership Training Documents (Booklets and *N-GML&OD* Book)

0-10 Articles and White Papers (documents)

**Not available
in free version**

0-11 *Strategic Management & Leadership System*™ Booklets in PDF files (42 folders & sub-folders with PDF files)

0-12 *Next-Generation Management, Leadership, and Organization Development* (book) in chapter PDF files
(Condensed from above series. Book has only 100 of the series' 380+ models, figures, tables and exhibits.)

0-13 On Leadership (7 folders with files)