

## 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
  - \* 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
- Not available in free version**

### 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_Organizational Behavior booklet - original_____	1 booklet
6_Management & 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)

Finance	44 files
Human Resources	91 files
Marketing	54 files
Production/Operations	42 files
Strategic Planning (all departments)	34 files

**Not available  
in free version****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

**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)**

- 1\_ Qualitative & Diagrammatic Knowledge Bases
- 2\_ 0-Base (Meta-)Systems Analysis
- 3\_ High Task, High People vs. Situationalism

**Not available  
in free version****0-11 Strategic Management & Leadership System™ Booklets in PDF files** (42 folders & sub-folders with PDF files)

- 1\_Management and Leadership Think-Work Functions
  - 1\_Introduction – original \_\_\_\_\_ 6 pages
  - 2\_Analyzing booklet – original \_\_\_\_\_ 35 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 \_\_\_\_\_ 87 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 \_\_\_\_\_ 7 pages
  - Delegating booklet – original \_\_\_\_\_ 11 pages
  - 12\_Controlling; and Evaluating Performance booklet – original \_\_\_\_\_ 5 pages
- 3\_Individual & Organizational Behavior
  - The Individual: A System of Characteristics booklet – original \_\_\_\_\_ 57 pages
  - Organizational Behavior: An Analytic Frame of Reference booklet – original \_\_\_\_\_ 27 pages
- 4\_Manual & 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** (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)