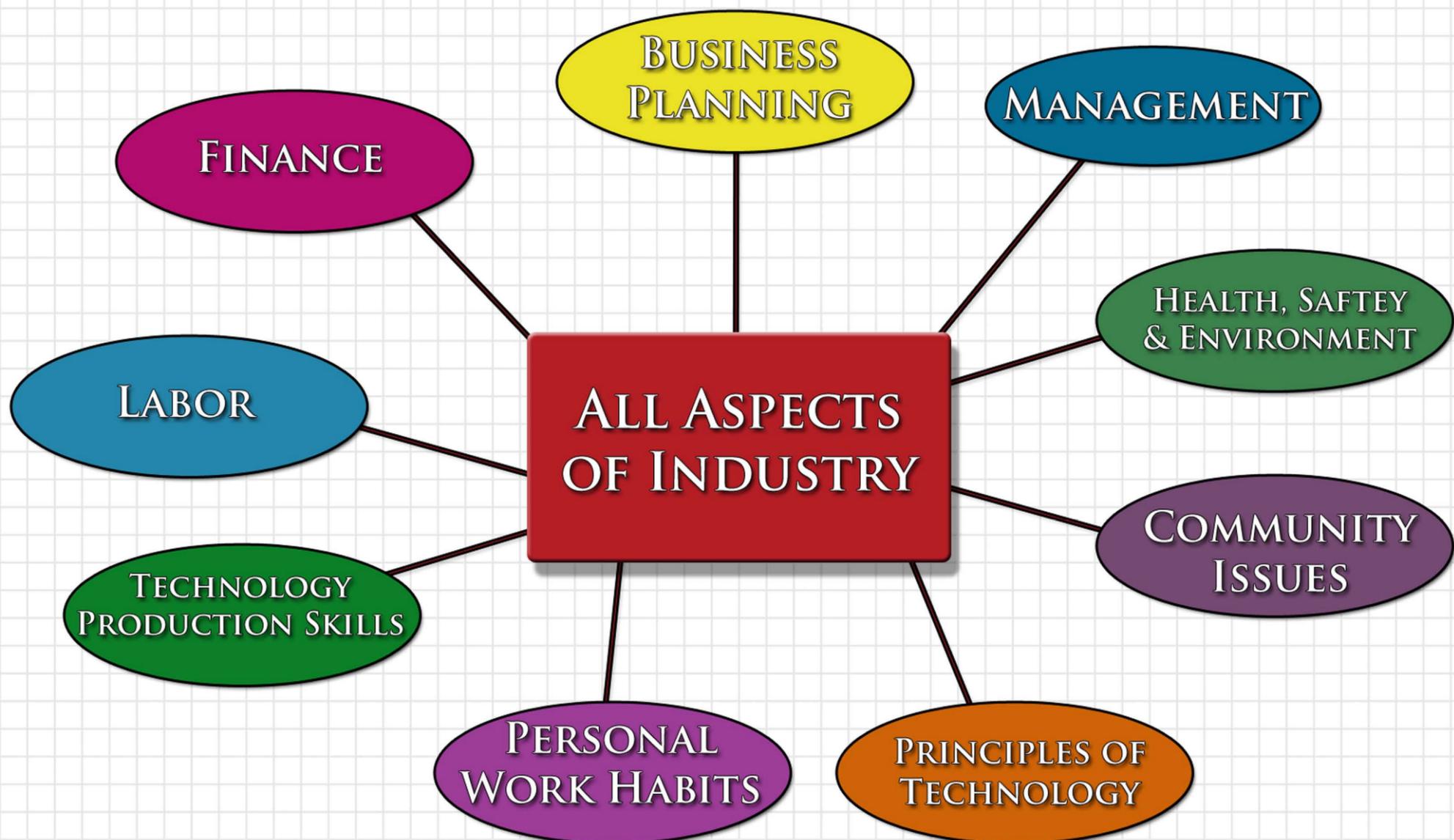


CAREER & TECHNICAL EDUCATION

ALL ASPECTS OF AN INDUSTRY FRAMEWORK



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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.

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/Objectives
- 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
- Corporate culture
- Mission statement
- Employee handbook

3. **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

4. **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

5. **Principles 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. **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

7. **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

8. **Health, Safety and Environment**

Practices and laws affecting the employee, the surrounding community, and the environment.

- Regulatory issues
- Workplace safety

9. **Personal Work Habits**

Non-technical skills and characteristics expected in the workplace.

- Positive attitude
- Personal fitness and appearance
- Readiness to work