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