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| **Step 1: Read the introduction.** *If you don't know where you're going, you'll probably end up someplace else.* Yogi Berra  *Goals are dreams with a deadline.* Brian Tracy  *Now is the operative word. Everything you put in your way is just a method of putting off the hour when you could actually be doing your dream. You don't need endless time and perfect conditions. Do it now. Do it today. Do it for twenty minutes and watch your heart start beating.* Barbara Sher  Goals are the "business of life." By setting goals, writing a plan, picking points of interest—you can make your dreams a reality, open your mind to creative side trips, and help you to develop great relationships along the way.  It's time to "fill in the GAPs" and see for yourself!  **Step 2: Access the Goal Action Plan (GAP) template.** Click [here](http://media.pearsoncmg.com/pcp/pls_coco_2/supervision/assignments/0558859496/docs/supervision_lesson_2.1_handout.doc) to access the template provided for this assignment.  **Step 3: Complete the Goal Action Plan (GAP) template.** Use a word processor (such as MS Word) to complete the Goal Action Plan (GAP) template. **Step 4: Save and submit your assignment.** When you have completed the assignment, save a copy for yourself in an easily accessible place, and submit a copy to your instructor using the dropbox. |  |

**Step 1: Research online and using other sources if applicable.**  
Using the Internet, public library, or a campus career office, find three (3) supervisory job descriptions. Select from among different types of organizations: for example, a non-profit service organization, a unionized manufacturing workplace, a retail store, a school system, a for-profit healthcare enterprise, a franchise, or a religious group.  
  
Explain what you think are the key differences in supervisory styles that employers would look for to fill the three different jobs you selected and why. Explain how the balance between authority and responsibility might differ between traditional supervisory and entrepreneurial supervisory styles and why.  
  
**Step 2: Write a 2-3 page summary.**  
Use a word processor (such as MS Word) to create a 2-3 page summary that includes the following information:

* + Descriptions of three supervisory jobs from different types of organizations.
  + Identifies which jobs are more "entrepreneurial" and which are more "traditional" in supervisory style and why.
  + Explains the key differences in supervisory styles that employers possess.