

## Strategic Management & Leadership Sytem™

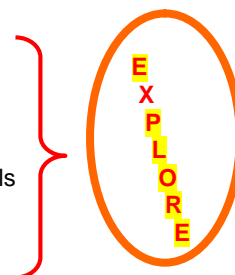
### Folders' Contents

**0-0 You Should (Print &) Read These INSTRUCTIONS Soon** - CD-ROM Contents and Their Use

**0-0 NEVER ALTER FILE or FOLDER NAMES in Folders 0-1, 0-2, 0-3, or 0-4**

#### **0-1 LAUNCH Presentations, Courses, Programs, Tools**

- \* 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



**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 Articles and White Papers**

- 1\_ Qualitative & Diagrammatic Knowledge Bases
- 2\_0-Base (Meta-)Systems Analysis
- 3\_High Task, High People vs. Situationalism

**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

**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

**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

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

**0-10 RD Cecil's original MD-OD Booklets in spreadsheets** (19 folders, 30 spreadsheet booklets w/ figures & tables)  
(See detailed booklets list in the MS-Word version list 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

**0-11 RD Cecil's original MD-OD Booklets in documents** (42 folders with 243 document and spreadsheet 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 booklets	
The Individual: A System of Characteristics booklet – original	57 pages
Organizational Behavior: An Analytic Frame of Reference booklet – original	27 pages
4_Management & 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 PDF files  
(Book has only 100 of the entire series' 380+ models, figures, tables and exhibits.)