

## Business Management

Thesis Statement: **My suitability for a career in the management setting is obvious after researching levels of education needed; skills required; salary; benefits; job outlook and availability; and the connection between my career and High School.**

- I. Nature of the work
  - A. Major duties
  - B. Technological influences
    1. Advancements
    2. Emerging specialties
- II. Working conditions
  - A. Typical hours worked
  - B. Workplace environment
  - C. Physical activities
  - D. Susceptibility to injury
  - E. Special equipment
  - F. Extent of travel required
- III. Employment facts
  - A. Estimated number of jobs
  - B. Key industries for jobs
  - C. Significant geographic distributions
- IV. Education and training qualifications
  - A. Personal characteristics
    1. Read, write, and speak well
    2. Compute accurately
    3. Think logically
    4. Learn quickly
    5. Get along with others
    6. Demonstrate dependability
  - B. Preference by employers
    1. High school
    2. On-the-job training
    3. Formal training (including apprenticeships)
    4. Armed Forces
    5. College or postgraduate degrees
    6. Previous work experience
  - C. Typical length of training
  - D. Advancement possibilities
- V. Future job outlook
  - A. Growth or decline potential
  - B. Turnover rate
  - C. Susceptibility to layoffs
- VI. Earnings
  - A. Compensation
  - B. Benefits