

# CHAPTER 14 Preparing and Planning to Manage

## SOFTWARE ACTIVITY

### *Word Processing Application*

**OBJECTIVE:** Write an employee policy.

Directing is a key management function that entrepreneurs must perform. It involves conveying plans, assignments, and instructions to employees. This also includes writing policies for the staff. Employee policies should communicate an entrepreneur's goals and expectations to employees while motivating them to perform their best.

Policies can make it clear to employees what kind of behavior is expected in the workplace. They can set clear guidelines on what is and isn't appropriate. Policies can help entrepreneurs avoid, or at least defend against, lawsuits. Policies should be clearly and concisely written, and should state specific consequences that would result when they are not followed.

### Practice Situation

You need to develop and write a policy to deal with employee tardiness. Your desire is to make sure that employees are punctual; however, you also want the policy to be flexible. A suggested opening has been included to get you started (see below). If you wish to alter the opening, simply replace the one provided with your own.

#### EMPLOYEE POLICY—PUNCTUALITY

Employees of this firm are expected to

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