



Schau mal, wie es
Monika geht



www.facebook.com/forbiddenpen



contact@forbiddenpen.com



www.forbiddenpen.com/instruction

ForbiddenPen®

Bedienungsanleitung

01

Schneide sehr genau
den Spickzettel von etwa
10 cm x 3,2 cm aus.

Der Zettel **soll ideal den ganzen Kuli**
umwickeln. Er soll sich nicht überlappen.
Dadurch wird das blaue Gehäuse eng am
Kugelschreiber festhalten.



02

Forme den Spickzettel
am Kuli.

Es ist dann viel leichter, ihn in das
halbtransparente Gehäuse zu stecken.



03

Biege den Spickzettel am
Ende des Kugelschreibers
und stecke ihn in das
Gehäuse von der schrägen
Seite.



Schau den nächsten Schritt



04

Schiebe das Gehäuse
fast bis zum Ende.

Denk daran, dass der Spickzettel gut
geschnitten ist und sich nicht überlappt.
Dann schiebt man das Gehäuse ohne Probleme
bis zum Ende und hält am Stift fest. •

•

05

• **Bringe den Spickzettel in
die gewünschte Position**
und schiebe das blaue
Gehäuse bis zum Ende

Fertig!

Du kannst jetzt zur
Prüfung gehen •

•

Kleiner oder größer?
Du entscheidest!

4 px

MANAGEMENT is the administration of an organization, whether it is a business, a not-for-profit organization, or government body. Management includes the activities of setting the strategy of an organization and coordinating the efforts of its employees (or of volunteers) to accomplish its objectives through the application of available resources, such as financial, natural, technological, and human resources. **FIVE FUNCTIONS OF MANAGEMENT:** 1. planning 2. organizing 3. commanding 4. coordinating 5. controlling. **SWOT ANALYSIS** is a strategic planning technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning. **HUMAN RESOURCE MANAGEMENT (HRM OR HRI)** is the strategic approach to the effective management of people in a company or organization such that they help their business gain a competitive advantage. Human resource management is primarily concerned with the management of people within organizations, focusing on policies and systems. **MAIN FUNCTIONS OF A MANAGER BY PETER DRUCKER:** 1. Setting Objectives & Planning 2. Organizing the Group 3. Motivating & Communicating 4. Measuring Performance 5. Developing People. **MICHAEL PORTER FOUR CORNERS MODEL:** 1. Motivation – drivers 2. Motivation – management assumptions 3. Actions – strategy 4. Actions – capabilities. **OPERATIONS MANAGEMENT** is an area of management concerned with designing and controlling the process of production and redesigning business operations in the production of goods or services. It involves the responsibility of ensuring that business operations are efficient in terms of using as few resources as needed and effective in terms of meeting customer requirements. **DELTA MODEL** is a customer-based approach to strategic management. Compared to a philosophical focus on the characteristics of a product, the model is based on consumer economics. **BUSINESS PROCESS MANAGEMENT (BPM)** is a discipline in operations management in which people use various methods to discover, model, analyze, measure, improve, optimize, and automate business processes. **CONTINUOUS IMPROVEMENT AND FOCUSED MONITORING SYSTEM (CIFS)** is a process management and quality management concept, which offers companies "quick wins" benefits, which enable them to produce high quality products with shorter lead-time. **BUSINESS PROCESS AUTOMATION (BPA)** also known as business automation or digital transformation, is the technology-enabled automation of complex business processes.

Man kann in GRAU ausdrucken, um den Spickzettel weniger sichtbar zu machen

3,5 px

MANAGEMENT is the administration of an organization, whether it is a business, a not-for-profit organization, or government body. Management includes the activities of setting the strategy of an organization and coordinating the efforts of its employees (or of volunteers) to accomplish its objectives through the application of available resources, such as financial, natural, technological, and human resources. **FIVE FUNCTIONS OF MANAGEMENT:** 1. planning 2. organizing 3. commanding 4. coordinating 5. controlling. **SWOT ANALYSIS** is a strategic planning technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning. **HUMAN RESOURCE MANAGEMENT (HRM OR HRI)** is the strategic approach to the effective management of people in a company or organization such that they help their business gain a competitive advantage. Human resource management is primarily concerned with the management of people within organizations, focusing on policies and systems. **MAIN FUNCTIONS OF A MANAGER BY PETER DRUCKER:** 1. Setting Objectives & Planning 2. Organizing the Group 3. Motivating & Communicating 4. Measuring Performance 5. Developing People. **MICHAEL PORTER FOUR CORNERS MODEL:** 1. Motivation – drivers 2. Motivation – management assumptions 3. Actions – strategy 4. Actions – capabilities. **OPERATIONS MANAGEMENT** is an area of management concerned with designing and controlling the process of production and redesigning business operations in the production of goods or services. It involves the responsibility of ensuring that business operations are efficient in terms of using as few resources as needed and effective in terms of meeting customer requirements. **DELTA MODEL** is a customer-based approach to strategic management. Compared to a philosophical focus on the characteristics of a product, the model is based on consumer economics. **BUSINESS PROCESS MANAGEMENT (BPM)** is a discipline in operations management in which people use various methods to discover, model, analyze, measure, improve, optimize, and automate business processes. **CONTINUOUS IMPROVEMENT AND FOCUSED MONITORING SYSTEM (CIFS)** is a process management and quality management concept, which offers companies "quick wins" benefits, which enable them to produce high quality products with shorter lead-time. **BUSINESS PROCESS AUTOMATION (BPA)** also known as business automation or digital transformation, is the technology-enabled automation of complex business processes. It can streamline a business for simplicity, achieve digital transformation, increase service quality, improve service delivery or contain costs. It consists of integrating applications, restructuring labor resources and using software applications throughout the organization. Robotic process automation is an emerging field within BPA and uses artificial intelligence. **BUSINESS MANAGEMENT:** management of a business. It includes all aspects of overseeing and supervising business operations. **Management** is the act of allocating resources to accomplish desired goals and objectives efficiently and effectively; it comprises planning, organizing, staffing, leading or directing, and controlling an organization. **BUSINESS ETHICS (corporate ethics)** is a form of applied ethics or professional ethics, that examines ethical principles and

Videoanweisung + eine fertige Vorlage:
www.forbiddenpen.com/instruction