



Observa cómo le va
a Monika



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ForbiddenPen®

Instrucciones

01

Recorta con mucho cuidado
una tira de papel de aprox.
10 cm x 3,2 cm

El papel **debe envolver perfectamente el bolígrafo entero**. No puede sobreponerse. De esta manera la carcasa azul no se caerá del bolígrafo.



02

Dale forma a la tira de papel sobre el bolígrafo

Te resultará mucho **más fácil introducirla** en la envoltura semitransparente.



03

Dobla la tira de papel en la punta del bolígrafo
e introdúcela en la envoltura por la parte cortada.



Ver siguiente paso →

04

Desliza la envoltura casi hasta la punta del bolígrafo

Asegúrate de que la tira de papel está bien
recortada y no se sobreponga.

Así podrás colocar la envoltura sin problemas
y ésta no se caerá del bolígrafo.



05

- Coloca la tira de papel
en la posición deseada
y desliza la envoltura azul
hasta el final.



¡Listo!

Ya puedes ir al examen.



¿Más grande o más pequeña?
¡Tú decides!

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 HRL)** 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 (CIFMS)** 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.

Puedes imprimir en GRIS, para que la tira de papel sea menos visible.

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 HRL)** 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 (CIFMS)** 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

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