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with **Monika**



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ForbiddenPen®

Guide

Cut very thoroughly
a crib sheet with dimensions
of approximately 10 cm x 3.2 cm

The sheet **should ideally wrap around the entire pen**. It cannot overlap.
Thanks to this, the blue case will closely
adhere to the pen body.

01



02



**Adjust the crib sheet
on the pen**

It will be much **easier to put** it in the
semi-transparent case.

03



**Bend the sheet at the end
of the pen** and put it into
the case from the cut side



See the next step





Slide the case
almost to the end of the pen

Please ensure that the crib sheet is well cut and does not overlap. Then you will be able to put the case to the end and it will closely adhere to the pen without any problem.



• **Place the crib sheet**
in the desired
position and slide the blue
case to the end

Done!
you are ready to go
for your exam



Smaller or larger?
You can decide!

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 (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.

You may print the crib sheet in **GRAY** to make it less visible

3,5 px

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