



## Quiz/ Exercise

1. What is panning?

- a) What organization have to do to accomplish its objectives
- b) How to be an effective manager
- c) Process of evaluating alternatives

2. Planning – what is the first and most important step in planning process?

- a) Making a plan
- b) Analysis and information gathering
- c) Implementing
- d) Defining goal



3. What is the foundation of planning?

- a) Manager
- b) Decision – making
- c) Monitoring of the plan
- d) Analysing information

4. When you gather information than you have to \_\_\_\_\_ information, what is also an important step of planning process.

- a) Monitor the information
- b) Implement the information
- c) Analyse the information

5. What is usually the last step of planning?

- a) Implementing
- b) Analysing
- c) Monitoring



6. On what depends on your success as a manager?

- a) On how you analyse the plan
- b) On how you monitor the plan
- c) On how well you make decisions
- d) On your choice

7. What is judgment in decision-making process?

- a) Process of evaluating alternatives
- b) Process selecting a specific alternative to implement
- c) Process of monitoring
- d) Process of collecting

8. Are all possible decisions part of the first step of decision-making process?

- ✓ Analysing any situation
- ✓ Defining the problem
- ✓ Collecting relevant information
- ✓ Identifying goals

- a) Yes
- b) No

9. What is the last step of decision-making process?

- a) Plan and make alternatives
- b) Evaluating and select best alternatives
- c) Implementing and evaluating decisions