

Management Description Worksheet

If you or your management staff do not possess experience in the business you are undertaking, you can still create strong a management section that will help you sell your business concept to the reader. Many skills sets can be transferred from unrelated work quite successfully. It is often simply a matter of realizing the skills you possess so that you can highlight them. This worksheet will prompt you to create a list of relevant skills and experience that may not currently be apparent to you. Use the skills you list here to create your Management Description.

1. List all of the responsibilities you had in your last work experience, whether it was another entrepreneurial venture or a job working for someone else. When you are making this list, do not only enumerate the tasks that were part of your job title, think about what responsibilities you assume because they came naturally to you. These may be things as simple as the ability to crystallize ideas in meetings or manage project teams.

2. For each responsibility, determine how those skills can be applied to your business. Once you have this information, you can create a description of your skills for your business plan.

Responsibility

Application to Business

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3. If you are young and do not have much work experience, turn to life experiences to generate a list of skills that will help you run your business. Maybe you are the leader in your family who always planned the family vacation, or the one at school who

everyone always turned to for the most efficient way to organize things. Generate examples that demonstrate others' recognition of these skills, such as awards, positions held in student societies, family responsibilities, etc.

List of skills

4. Now, determine how these skills will help you run your business. Use these conclusions to create a description of yourself for your business plan.

Skill	Application to Business
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