

## M1 Exam Question Topic Domains

The chart below shows the general topic domains covered in the M1 General Business Management Exam, plus the approximate percentage of exam questions covering each domain. In the outline below, percentages in parentheses indicate the approximate portion of questions included within each of the domains of this certification exam.

### Modern-Day Managers – Key Skills: Leading, Organizing, and Controlling

#### I. Leading Within and For the Organization (35%)

- A. What exceptional managers do, and how they do it
- B. Interpersonal and organizational communication: Mastering the exchange of information

#### II. Organizing and Getting the Best Out of Individuals (30%)

- A. Groups and teams: Increasing cooperation, reducing conflict
- B. Individual differences and emotions

#### III. Controlling Internal and External Forces (35%)

- A. Managing conflict and negotiations
- B. Dealing actively with change and stress

