

Leadership

Levels: Grades 10-12

Units of Credit: 0.50

CIP Code: 08-0211

Core Code: 37-01-00-00-150

Prerequisite: None (Recommended for student leaders.)

Skill Test: #418



COURSE DESCRIPTION

This class teaches how to be an effective leader. Concepts include goal setting, motivation, team building, time management, conflict resolution, communication, ethics, diversity and much more. Students may be eligible to receive three (3) credits of concurrent enrollment at Utah Valley University.

CORE STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1: Students will investigate the history, meaning, theory and styles of leadership. (UVU Chapters 1, 2, 3).

Objective 1: Understand the definition and history of leadership.

Objective 2: Compare and contrast leadership and management.

Objective 3: Describe the evolutionary process of leadership theories and their major conclusions (e.g., great man theories, trait theories, behavioral theories, contingency/situational theories).

Objective 4: Understand the difference between a transactional and a transformational leader.

Objective 5: Describe the three classic styles of leadership (i.e., democratic, autocratic, *laissez faire*).

Objective 6: Discuss the differences between Theories X, Y and Z.

Objective 7: Understand how to develop one's own personal leadership style.

STANDARD 2: Students will learn the importance and fundamentals of a vision, a mission, and establishing goals (UVU Chapters 4 and 5).

Objective 1: Explore the purpose, benefits, and structure of vision and mission statements.

Objective 2: Understand the importance of, and how to communicate, vision and mission statements.

Objective 3: Understand the value of goals and the characteristics of a SMART goal.

Objective 4: Understand how to gain organizational commitment to goals, vision, and mission.

STANDARD 3: Students will understand the importance of time management and time management techniques (UVU Chapter 6).

Objective 1: Explore various tools and ideas used for effective time management (e.g., to-do lists, delegating, prioritizing, minimizing interruptions).

Objective 2: Identify several effective meeting management tools and ideas (e.g., agendas, assignments/preparation, record keeping, time limits).

Objective 3: Define delegation and understand its importance as a tool for effective time management.

STANDARD 4: Students will understand effective strategies for communication (UVU Chapter 7).

Objective 1: Understand some different levels of communication.

Objective 2: Understand some styles of communication (e.g., aggressive, passive, passive-aggressive, assertive).

Objective 3: Understand tools for effective communication (e.g., listening, validation, using “and” vs. “but,” using absolutes such as “always” and “never”).

Objective 4: Compare and contrast “I” and “you” messages.

Objective 5: Recognize the impact and value of non-verbal cues in effective communication.

STANDARD 5: Students will identify and understand the nature of diversity within organizations (UVU Chapter 8).

Objective 1: Discuss the effects and power of diversity within organizations, including assimilation.

Objective 2: Understand how leaders can increase diversity within an organization and deal with increasing diversity.

Objective 3: Discuss what constitutes a subordinate/minority group and the concept of glass ceilings.

Objective 4: Understand the ongoing debate about affirmative action.

STANDARD 6: Students will understand the process for making sound decisions and resolving conflicts (UVU Chapter 9 and 10).

Objective 1: Define and discuss steps for sound decision making.

Objective 2: Describe several decision-making techniques (e.g., PERT charts, decision trees, cost-benefit analyses, ABC analyses).

Objective 3: Compare and contrast individual and group decision making.

Objective 4: Understand the difference between functional and dysfunctional conflict.

Objective 5: Understand causes of conflict and some strategies for resolution (e.g., competing, accommodating, avoiding, collaborating, compromising).

STANDARD 7: Students will identify the sources of power and how they are used (UVU Chapter 11).

Objective 1: Define and discuss the sources of power (e.g., reward, coercion, legitimacy, expertise, referents).

Objective 2: Discuss how power can be developed.

Objective 3: Define empowerment and its use and effectiveness.

STANDARD 8: Students will understand how to build a successful team and implement basic coaching skills (UVU Chapters 12 and 15).

Objective 1: Discuss what constitutes a team and the advantages of team structures.

Objective 2: Identify the stages of team development (i.e., forming, storming, norming, and performing).

Objective 3: Discuss teambuilding and strategies for building an effective team.

Objective 4: Discuss how an individual becomes an effective team member.

Objective 5: Compare and contrast coaching techniques in various situations.

Objective 6: Discuss the advantages and disadvantages between knowledge-based and facilitative coaching.

Objective 7: Discuss a useful coaching model (e.g., the grow, fuel, and co-active models).

Objective 8: Understand the importance for giving and receiving feedback.

STANDARD 9: Students will understand the importance of effectively dealing with change (UVU Chapter 13).

Objective 1: Understand why changes occur and reasons why people resist change.

Objective 2: Identify the leader's role in planning and implementing change.

Objective 3: Describe how a leader can facilitate change.

STANDARD 10: Students will understand the importance and application of ethics (UVU Chapter 14).

Objective 1: Discuss the definitions of morality, integrity and ethics.

Objective 2: Discuss an organization's social responsibility with regard to the environment, employees, and other stakeholders.

Objective 3: Discuss how a leader's personal behavior affects an organization.