

DESCRIPTION

This class teaches how to be an effective leader. Concepts include power, team management, dealing with change, and ethics. Student will also be in charge of organizing and implementing a class project.

Total Test Questions: 33

Levels: Grades 10-12

Units of Credit: 0.50

Prerequisites: Leadership I

STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1

STUDENTS WILL UNDERSTAND THE PROCESS FOR MAKING SOUND DECISIONS AND RESOLVING CONFLICTS.

- Objective 1: Identify the problem
1. Generate alternatives
 2. Select best solution
 3. Implement solution
- Objective 2: Describe several decision-making techniques.
1. PERT charts
 2. Decision trees
 3. Cost-benefit analysis
 4. ABC analysis
- Objective 3: Compare and contrast decision making.
1. Individual decision making
 2. Group decision making
- Objective 4: Understand the difference between functional and dysfunctional conflict.
- Objective 5: Understand causes of conflict and strategies for conflict resolution.
1. Competing
 2. Accommodating
 3. Avoiding
 4. Collaborating
 5. Compromising

STANDARD 2

STUDENTS WILL UNDERSTAND HOW TO BUILD A SUCCESSFUL TEAM AND IMPLEMENT BASIC COACHING SKILLS.

- Objective 1: Discuss what constitutes a team and the advantages of team structures.
- Objective 2: Identify the stages of team development in order.
1. Forming
 2. Storming



3. Norming

- 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: Define and discuss the advantages and disadvantages between knowledge-based and facilitative coaching.
- Objective 7: Discuss different coaching models:
 - 1. GROW model
 - 2. FUEL model
 - 3. Co-active model
- Objective 8: Understand the importance for giving and receiving feedback.

STANDARD 3

◆ STUDENTS WILL UNDERSTAND THE IMPORTANCE OF EFFECTIVELY DEALING WITH CHANGE IN AN ORGANIZATION.

- Objective 1: Understand why change occurs.
 - 1. Internal factors
 - 2. External factors
- Objective 2: Identify reasons why people resist change.
 - 1. Fear of the unknown
 - 2. Lack of competence
 - 3. Reason for change is unclear
 - 4. Loss of control
 - 5. Economic loss
- Objective 3: Establish a leader's role in planning and implementing change.
 - 1. Clearly communicate the change
 - 2. Demonstrate concerns and overcome opposition
 - 3. Stay positive
 - 4. Effectively engage/train employees
 - 5. Make adjustments as needed

STANDARD 4

◆ STUDENTS WILL UNDERSTAND THE IMPORTANCE AND APPLICATION OF ETHICAL PRINCIPLES.

- Objective 1: Define and distinguish the difference between morality and ethics.
- Objective 2: Identify and describe the areas of Corporate Social Responsibility (CSR).
 - 1. Environment
 - 2. Community
 - 3. Employees
 - 4. Consumers
 - 5. Shareholders



STANDARD 5

◆ **STUDENTS WILL DESCRIBE AND DEMONSTRATE SKILLS NEEDED FOR SUCCESS IN THE WORKPLACE.**

- Objective 1: Identify important self-management skills.
1. Strong work ethic
 2. Positive attitude
 3. Time management
 4. Self-regulation (emotional & mental awareness)
- Objective 2: Learn the skills needed to interact and work with others.
1. Communication
 2. Teamwork
 3. Mentor & coaching
- Objective 3: Demonstrate proper interviewing skills.
1. Preparation
 2. Dress for the job
 3. Verbal communication (questioning, manners, voice tone)
 4. Nonverbal communication (posture, facial expressions, gestures, proxemics)
 5. Follow-up

STANDARD 6

◆ **STUDENTS WILL EFFECTIVELY BUILD INSTRUCTIONAL LEADERSHIP TEAMS.**

- Objective 1: Delegate and define team member roles.
- Objective 2: Maintain a positive work relationship and learning environment.
- Objective 3: Apply skills learned throughout course curriculum.

