

# FOUNDATIONS OF LEADERSHIP

## COURSE CODE: 6570

### STUDENT PROFILE

<b>STUDENT'S NAME:</b>	<b>TEACHER'S NAME:</b>
<b>School Year/Semester:</b>	<b>Date Began:</b>
<b>Grade:</b>	<b>Date Completed:</b>

**Directions:** Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.

0 - Has not received instruction in this area / **no experience or knowledge of this task (N/A)**

1 - Can apply and perform **independently (80-100)**

2 - Can perform the task completely with **limited supervision (70-79)**

3 - Requires additional instruction and or **close supervision (60-69)**

A.	SAFETY	0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment				
B.	STUDENT ORGANIZATIONS	0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
C.	TECHNOLOGY KNOWLEDGE	0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.				
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				
3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				

4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, Creative Commons, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
<b>D.</b>	<b>PERSONAL QUALITIES AND EMPLOYABILITY SKILLS</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Demonstrate punctuality.				
2	Demonstrate self-representation.				
3	Demonstrate work ethic.				
4	Demonstrate respect.				
5	Demonstrate time management.				
6	Demonstrate integrity.				
7	Demonstrate leadership.				
8	Demonstrate teamwork and collaboration.				
9	Demonstrate conflict resolution.				
10	Demonstrate perseverance				
11	Demonstrate commitment.				
12	Demonstrate a healthy view of competition.				
13	Demonstrate a global perspective.				
14	Demonstrate health and fitness.				
15	Demonstrate self-direction.				
16	Demonstrate lifelong learning				
<b>E.</b>	<b>PROFESSIONAL KNOWLEDGE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Demonstrate effective speaking and listening skills.				
2	2. Demonstrate effective reading and writing skills.				

3	Demonstrate mathematical reasoning.				
4	Demonstrate job-specific mathematics skills.				
5	Demonstrate critical-thinking and problem-solving skills.				
6	Demonstrate creativity and resourcefulness.				
7	Demonstrate an understanding of business ethics.				
8	Demonstrate confidentiality.				
9	Demonstrate an understanding of workplace structures, organizations, systems, and climates.				
10	Demonstrate diversity awareness.				
11	Demonstrate job acquisition and advancement skills.				
12	Demonstrate task management skills.				
13	Demonstrate customer-service skills.				
<b>F.</b>	<b>LEADERSHIP AND TEAM DYNAMICS</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify the different personality types to include an inventory (MBTI, True Colors, etc.).				
2	Define principles of ethical leadership and their impact on team dynamics.				
3	Compare and contrast the differences between a leader and a manager, including communication styles.				
4	Compare and contrast behavioral (e.g., collaborative, direct, decision-maker) and classical leadership (e.g., democratic, autocratic, and laissez-faire) styles.				
5	Identify and describe effective and non-effective leadership characteristics.				
6	Formulate strategies for resolving conflict (e.g., competing, accommodating, avoiding, collaborating, and compromising).				
7	Analyze the stages of team development (i.e., forming, storming, norming, and performing).				
8	Evaluate internal and external motivation, and the role of incentives.				
9	Identify examples of equity/access/bias issues.				
10	Analyze the impact of social media on leaders, teams, and society.				
11	Demonstrate teambuilding skills.				
<b>G.</b>	<b>EFFECTIVE COMMUNICATION</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify various forms of communication (visual, verbal, and digital).				

2	Discuss the steps involved in communication (thinking, encoding, transmitting, receiving, and decoding).				
3	Compare and contrast the four basic styles of communication.				
4	Describe nonverbal and verbal communication techniques.				
5	Demonstrate appropriate communication etiquette.				
6	Demonstrate effective listening skills.				
7	Apply the five C's of effective communication skills to all communications.				
<b>H.</b>	<b>GOAL SETTING</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Establish and articulate personal and organizational vision, mission, goals, and objectives.				
2	Align vision, mission, goals, and objectives to an organization's strategic plan.				
3	Discuss the need for short-, intermediate, and long-term goals in an organization, business, or a government entity.				
4	Develop and evaluate specific, measurable, attainable, realistic, time- bound (SMART) personal and/or organizational short-, intermediate, and long-terms.				
<b>I.</b>	<b>MANAGING TIME AND RESOURCES</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Explain effective time management skills and practices.				
2	Discuss the importance of prioritizing personal and professional responsibilities				
3	Describe techniques for managing stress and maintaining balance in the school/workplace environment.				
4	Define delegation and identify the process.				
5	Explain human resource management functions, (e.g., recruitment, labor law compliance, training/orientation, retention, and performance evaluation).				
6	Analyze the impact of diversity, globalization, and culture in resource management.				
7	Create financial budgets for organization, projects, and activities.				
8	Develop a plan to manage business resources.				
<b>J.</b>	<b>MEETING MANAGEMENT AND PROCEDURES</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify types and purposes of meetings (e.g., open, closed, public, and private)				
2	Explain meeting requirements under Freedom of Information Act (FOIA) in respect to meetings, including notices, agendas, vote records, minutes, and public participation.				

3	Demonstrate proper parliamentary procedure/meeting etiquette.				
4	Identify the different roles of officers and members when conducting a meeting.				
5	Identify proper methods to document and record meetings				
6	Conduct a meeting and record the minutes.				
<b>K.</b>	<b>CITIZENSHIP AND COMMUNITY INVESTMENT</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify personal responsibility to school, organization, and community stakeholders.				
2	Identify personal character traits of a student as a responsible school, organization, and community leader (e.g., honesty, respect, accountability, etc.)				
3	Identify the civic needs (from a benefit/value perspective) of the school, a non-profit organization, and/or the community.				
4	Construct a comparative cost/benefit analysis of various proposed projects.				
5	Select, plan, budget, implement, evaluate, and present a community service project for a school, a non-profit organization, and/or the community.				
<b>L.</b>	<b>PERSONAL AND PROFESSIONAL BRAND</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Justify how personal and professional memberships in professional organizations impact personal branding.				
2	Analyze various digital media (e.g., social media, videography, and photography) applications that impact future opportunities.				
3	Create and/or update resume based on experiences.				
4	Prepare, participate, and follow-up in an interview process.				