

PROFESSIONAL AND LEADERSHIP DEVELOPMENT
COURSE CODE: 5178

COURSE DESCRIPTION: The Professional and Leadership Development course is designed to help students recognize and apply leadership skills necessary for success in business and community. Concepts for the course include goal setting, team dynamics, time management, problem-solving, conflict resolution, communication, ethics, and diversity. Upon successful completion of this course, students may have the opportunity to achieve a state-recognized certification.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete all of the following core standards.

RESOURCES:	<u>Instructional Materials</u>
RECOMMENDED GRADE LEVELS:	9 - 12
COURSE CREDIT:	1 Carnegie unit (120 hours)
CERTIFICATION:	Business Leadership I
PREREQUISITE:	None

SAFETY

Business professionals know the academic subject matter, including safety as required for proficiency within their area. The following accountability criteria are considered essential for students in any program of study.

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.

STUDENT ORGANIZATIONS

Business professionals know the academic subject matter, including professional development. The following accountability criteria are considered essential for students in any program of study.

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
2. Explain how CTOS are integral parts of specific clusters, majors, and/or courses.
3. Explain the benefits and responsibilities of being a member of a CTOS. List

leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.

4. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

TECHNOLOGY KNOWLEDGE

Business professionals know the academic subject matter, including the ethical use of technology. The following accountability criteria are considered essential for students in any program of study.

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.

PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

Business professionals know the academic subject matter, including positive work practices and interpersonal skills. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate creativity and innovation.
2. Demonstrate critical thinking and problem-solving skills.
3. Demonstrate initiative and self-direction.
4. Demonstrate integrity.
5. Demonstrate work ethic.
6. Demonstrate conflict resolution skills.
7. Demonstrate listening and speaking skills.
8. Demonstrate respect for diversity.
9. Demonstrate customer service orientation.

10. Demonstrate teamwork.

PROFESSIONAL KNOWLEDGE

Business professionals know the academic subject matter, including positive work practices and interpersonal skills. The accountability criteria are considered essential for students in any program of study.

1. Demonstrate global or “big picture” thinking.
2. Demonstrate career and life management skills and goal-making.
3. Demonstrate continuous learning and adaptability skills to changing job requirements.
4. Demonstrate time and resource management skills.
5. Demonstrates information literacy skills.
6. Demonstrates information security skills.
7. Demonstrates information technology skills.
8. Demonstrates knowledge and use of job-specific tools and technologies.
9. Demonstrate job-specific mathematics skills.
10. Demonstrates professionalism in the workplace.
11. Demonstrates reading and writing skills.
12. Demonstrates workplace safety.

A. INTRODUCTION TO LEADERSHIP

Leaders demonstrate knowledge of effective leadership roles in an organization. The following accountability criteria are considered essential for students in any program of study.

1. Explain the meaning of leadership, and how it differs from management.
2. Compare and contrast leadership roles (Figurehead, Spokesperson, Negotiator, Coach and motivator, Team builder, Team player, Inclusion facilitator, Technical problem solver, Entrepreneur, Strategy developer, Executor).
3. Investigate leadership theories (Great Man Theory, Trait Theory, Behavioral Theory, Contingency/Situational Theory, Transactional, Transformational, Emerging Leadership Approaches).
4. Investigate various leadership styles (participative, autocratic, servant, entrepreneurial, authentic, spiritual).
5. Compare and contrast the differences between leaders, managers, and followers.
6. Explore personality tests that help identify key leadership traits (e.g., Meyers & Briggs, Strengthsfinder 2.0, Enneagram, 16 personalities).
7. Identify effective and non-effective leadership characteristics as demonstrated in the 21st century.
8. Identify key motives that contribute to leadership effectiveness (i.e., motivation to lead, power motive, drive and achievement, tenacity and resilience).

B. GOAL-SETTING AND DECISION-MAKING

Leaders demonstrate effective goal-setting and decision-making skills. The following accountability criteria are considered essential for students in any program of study.

1. Analyze an organization's purpose and the benefits of its vision statement, mission statement, goals and objectives.
2. Explore best strategies to communicate an organization or business' vision to all stakeholders.
3. Develop and/or evaluate business/organizational goals using the SMART model.
4. Analyze decision-making procedures resulting from organizational goals (e.g., Parliamentary procedure, Robert's rules of order).
5. Define and discuss the steps in order for sound decision-making (i.e., identify the problem, generate alternatives, select best solution, implement solution, evaluate results).
6. Compare and contrast decision-making strategies (i.e., Individual decision-making, Pro & Con List, T-Chart, Gantt Chart, Group decision-making, Consensus Building, Group Think/Peer Pressure, Influence).

C. EFFECTIVE COMMUNICATION

Leaders demonstrate effective communication skills. The following accountability criteria are considered essential for students in any program of study.

1. Discuss the steps involved in communication (thinking, encoding, transmitting, receiving, and decoding).
2. Identify various forms of communication (visual, verbal, and digital).
3. Describe nonverbal and verbal communication techniques.
4. Differentiate appropriate etiquette, using formal and informal rules of communication.
5. Identify effective techniques when communicating with employees or organization members through various communication channels (email, social media, public relations).
6. Apply effective strategies during oral, written, and/or multimedia communication.
7. Demonstrate active listening skills during various business interactions (e.g., eye contact, empathy, validation, appropriate language and tone).
8. Analyze the impact of using "I" and "you" messages in business and personal communications.

D. ORGANIZATIONAL AND TEAM DYNAMICS

Leaders recognize the impact of organizational and team dynamics. The following accountability criteria are considered essential for students in any program of study.

1. Evaluate various hierarchical positions inside an organization, and identify leadership skills necessary for each role based on job and scope.
2. Describe processes implemented within an organization to ensure efficient business operations (e.g., chain of accountability, workflow, policies, procedures, flow of information).
3. Explore John Maxwell's five levels of leadership and their impact on team development.
4. Analyze the stages of team development (i.e. forming, storming, norming, and performing).
5. Investigate the correlation between team dynamics and individual performance.
6. Analyze various team-building techniques and their effectiveness (e.g., activity-based, communication-based, skills-based, trust building).
7. Discuss common motivational practices (e.g., criticism, praise, delegation).
8. Formulate strategies for resolving conflict (e.g. competing, accommodating, avoiding, collaborating, and compromising).

E. CULTURAL DIVERSITY AND ETHICAL LEADERSHIP

Leaders recognize cultural diversity and ethical leadership. The following accountability criteria are considered essential for students in any program of study.

1. Identify methods to encourage diversity within organizations.
2. Analyze the benefits of diversity in thoughts, ideas, experiences, race, traditions, philosophies, skills (e.g., internal, external, organizational, worldview).
3. Compare and contrast equal employment opportunity acts (e.g., ADA, ADEA, EEOC, Equal Pay).
4. Evaluate key principles of ethical and moral leadership (e.g., community, justice, honesty, respect, service).
5. Investigate examples of ethical and unethical behavior in businesses using the ethical decision-making process.
6. Describe how cultural values influence leadership practices.

F. PROFESSIONAL LEADERSHIP DEVELOPMENT

Leaders demonstrate effective skills to prepare for success in business and community. The following accountability criteria are considered essential for students in any program of study.

1. Implement effective time management skills and practices.
2. Evaluate techniques for managing stress and maintaining balance in the personal and professional environment.
3. Research, plan, and implement a community service project for the school and/or community incorporating appropriate leadership and team-building skills.
4. Create a portfolio to include career-related artifacts (e.g., resume, mission/vision statement, leadership philosophy, community service activities, media content).
5. Engage in career preparation activities (e.g., interviews, career and technical student organization (CTSO), work-based learning).

Academic Standards and Indicators

Course Materials and Resources