

# LEAD A180: PERSONAL LEADERSHIP

| Item  | Value  |
|---|--|
| Curriculum Committee Approval Date          | 12/02/2020   |
| Top Code                                    | 050600 - Business Management   |
| Units                                       | 3 Total Units  |
| Hours                                       | 54 Total Hours (Lecture Hours 54)  |
| Total Outside of Class Hours                | 0  |
| Course Credit Status                        | Credit: Degree Applicable (D)  |
| Material Fee                                | No   |
| Basic Skills                                | Not Basic Skills (N)   |
| Repeatable                                  | No   |
| Grading Policy                              | Standard Letter (S)  |
| Local General Education (GE)                | <ul style="list-style-type: none"> <li>CL Option 1 Self-Development (CE1)</li> </ul> |
| Associate Arts Local General Education (GE) | <ul style="list-style-type: none"> <li>OC Life Skills - Theory - AA (OE1)</li> </ul> |

## Course Description

Introduction to the concepts and personal skills related to leadership on campus, the community, and business. Course progresses from a study of leadership traits and models to assessment and analysis of personal skills and attitudes and ends with the development of individual student plans for leadership development. An introductory course of the leadership studies program. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Document his or her leadership philosophy in a concise, written statement incorporating ideas from the leadership literature and one's own views on leadership.
2. Synthesize major course themes by producing a written paper that identifies the most significant learning experience(s) from the class that students can apply to become more effective in their personal and/or professional lives.

## Course Objectives

- 1. Define leadership and understand the concepts and skills essential to effective leadership.
- 2. Apply leadership theory to self, organizations, and individuals.
- 3. Recognize and identify the relationship between culture and leadership in organizations.
- 4. Distinguish the differences between management and leadership.
- 5. Define the differences between leadership and "followership."
- 6. Compare leadership styles with students personal style by exploring values, belief systems, credibility, personality, locus of control, self-awareness, creativity, and communication skills.
- 7. Identify and define the ethics of leadership.
- 8. Illustrate goal-setting and decision-making methods (elements and processes).
- 9. Demonstrate a practical understanding of individual leadership style and relationship to career goals and experiences in a variety of organizations

- 10. Explain and develop a leadership vision and develop a leadership plan.

## Lecture Content

Introduction to Leadership Defining leadership Distinguishing between leadership and management Defining followership Followership Types Qualities and Traits of Leaders Myths of Leadership Effective Leadership Traits Theories of Leadership Situational Contingency Participatory Trait Great Man Behavioral Servant Organizational Leadership Defining organizational leadership Concepts and theories of organizational leadership Organizational Culture Role of the leader as architect of culture Recognizing contributions, reward structures, celebrating accomplishments, rituals Danger of "toxic cultures" Recognizing and analyzing organizational culture Your personal qualities, skills, strengths and challenges Identifying and articulating your personal belief system Recognizing and analyzing the belief systems of others How belief systems are reflected in organizational culture Changing and building belief systems in ourselves and others Your personal qualities, skills, strengths and challenges Value systems- personal and organizational The Values Audit Connections between values, culture, age, and other factors How values are developed and changed What are moral principles and how should they affect your decisions. Determining your leadership style Lone Ranger/Cowboy Teacher Coach Militaristic Servant How styles are developed and changed Your personal qualities, skills, strengths and challenges Credibility Integrity Ethics How these qualities affect your effectiveness as a leader Your personal qualities, skills, strengths and challenges Personality and Temperament Failures and Opportunities- How the leader handles challenges Creativity and leadership Goal Setting The influence of goal-setting on effective leadership Goal-setting methods Sharing goals and winning support Goals and vision Decision Making Decision-making models Negative and positive impacts of decision making How to get "unstuck" when making decisions Tools for decision making Defining Your Leadership Goals and Purpose Becoming an empathic leader Empathic listening skills Identifying the components of trust Building trust on a personal, team, and organizational level Applying ethical principles to organizations Leaders and leadership in teams Creating A Vision Vision setting Personal goals Relation to strategic and work/life plans Developing personal and organizational visions Writing a Vision Statement Creating Your Leadership Commitment Plan Personal leadership philosophy Resources Strategy Implementation Presentation of Plan Does your leadership plan reflect your skills and agenda. Setting an action agenda for implementation of your Leadership Plan

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Instructional Techniques

Lecture and application of ideas Demonstration of various approaches to problem solving Discussion Individual, paired, and small group exercises Video-lectures Collaborative learning Students will find and use resources from various sources, including the Internet

## Reading Assignments

Students will spend a minimum of 3 hours per week reading assigned texts and/or other assigned materials.

## **Writing Assignments**

Written assignments will include essays, reflections, analysis and evaluation, and application of theoretical information to practical scenarios, case studies, and plans. Students will spend a minimum of 2 hours per week writing papers and assignments.

## **Out-of-class Assignments**

Students will spend a minimum of 3 hours per week completing assignments as required for projects, papers and presentations.

## **Demonstration of Critical Thinking**

Written assignments, examination(s), peer evaluation, journal, and special projects, including the personal leadership plan

## **Required Writing, Problem Solving, Skills Demonstration**

Written assignments will include essays, reflections, analysis and evaluation, and application of theoretical information to practical scenarios, case studies, and plans

## **Textbooks Resources**

1. Required Kouzes, James and Barry Posner. The Leadership Challenge, 4th ed. San Francisco: Jossey-Bass Publishers, 2012 2. Required Clark, G.. Leadership and Organizational Performance, ed. Boston, MA: Pearson, 2013 3. Required Covey, S.. The 7 Habits of Highly Effective People, ed. New York: Free Press, 1989 Rationale: `