

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Course: Leadership Principles
School: _____ Test Number: 418
Students in course: _____ Date: _____
Students tested: _____
Students who passed performance objectives at or above 80%: _____

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Explain why it is important to understand the history of leadership.
2. Write on the definition of leadership and how leadership is not management.
3. Describe the evolutionary process of leadership theory.
4. Describe your personal leadership style
5. Write down and evaluate a possible vision for an organization.
6. Identify the key ingredients of goal setting.
7. Identify the time management skills to increase productivity.
8. Describe the four styles of communication
9. Describe why it is important for leaders to appreciate diversity.
10. Identify the situational factors affecting individual decision making vs. group decision making.
11. Identify the five conflict strategies and role play one of them.
12. Determine the sources of power and discuss how power is used in organizations.
13. Describe team-building and identify ways to become an effective team member.
14. Discuss the course of action an organization would follow to create change.
15. Explain your commitment to an ethical life.
16. Describe the GROW model of coaching.
17. Determine and discuss the skills necessary to becoming a leader.

Each performance is documented and kept on file by the teacher for two years.
(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: _____ Date: _____