

# 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 Management A  
School: \_\_\_\_\_ Test Number: 419  
# 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. Define the roles of each officer and/or members in affiliated organization. Include an organizational map.
2. Continually utilize an effective time management system—planner, palm pilot, calendar, etc.
3. Utilizing strategies and tactics, establish short- and long-range goals for student AND affiliated organization, complete with deadlines.
4. Create a budget for organization or activity.
5. Using an appraisal and conflict management tools, evaluate performance of self and others affiliated with organization, and effectively follow-up

## **ADDITIONAL PERFORMANCES**

(If teaching Leadership Management—Semester “B,” student may complete these performance competency during either 1<sup>st</sup> or 2<sup>nd</sup> semester)

1. Demonstrate essential leadership competencies through professional presentation skills.
2. Demonstrate the ability to use technology by utilizing presentation software (i.e., Microsoft PowerPoint) during a formal presentation

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: \_\_\_\_\_