

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 B
School: _____ Test Number: 420
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. Create a temporary team to solve a school problem.
2. Participate in a stress-relieving activity.
3. Write a formal written warning—or—determine procedures for discipline—for use in affiliated organization.
4. Create a device to train, develop, or orient new officers—or—create a device to recruit new members.

ADDITIONAL PERFORMANCES

1. Continually utilize an effective time management system—planner, palm pilot, calendar, etc.

If teaching Leadership Management—Semester “B,” student may complete these performance competency during either 1st or 2nd semester. The following two performance objectives are not required if student completed during Leadership Management “A.”

2. Demonstrate essential leadership competencies through professional presentation skills.
3. 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: _____