

Leadership Management B

Levels:	Grades 10-12
Units of Credit:	0.50
CIP Code:	08.0211
Core Code:	37010000150
Prerequisites:	None (Recommended for student leaders)
Skill Test:	

COURSE DESCRIPTION

Recommended for students who are elected student body or class officers, organization or club presidents/officers, or are considering running for one of these offices. Student leaders have great ambitions and enthusiasm for the school and student body—but this, alone, does not create success. This class teaches how to be an “effective” leader. Picking-up where Semester “A” leaves off, concepts of effective communication, team-building, dealing with stress, disciplining techniques, and much more are discussed. Classmates are involved in school organizations, and projects focus on fulfilling needs within students’ organization or the school. *Students may be eligible to receive three (3) credits of concurrent enrollment at a local college if completes both Semester A and B courses.*

CORE STANDARDS, OBJECTIVES AND INDICATORS

STANDARD 4

Students will understand how to cope with organizational dynamics.

Objective 1: Understand the methods of effective communication.

- a. Define communication; formal and informal.
- b. List barriers of effective communication.
- c. Describe techniques for overcoming communication barriers.
- d. Define active listening.
- e. List behaviors for providing effective feedback.

Objective 2: Understand the supervision of groups and work teams.

- a. Contrast a group with a team.
- b. Define norms.
- c. Define an emergent leader.
- d. Identify three categories of teams.
- e. List characteristics of real teams.
- f. List actions that can improve team performance.

Objective 3: Understand politics, negotiations, conflict and discipline techniques.

- a. Define conflict.
- b. Identify sources of conflict.
- c. Explain five basic techniques for resolving conflict.
- d. Define politicking.
- e. Contrast distributive and integrative bargaining.
- f. Identify common types of discipline problems.
- g. List steps in progressive discipline.
- h. Explain the “hot stove” rule.

Objective 4: Understand how to deal with change.

- a. Explain why people resist change.
- b. Identify ways to reduce resistance to change.
- c. Discuss steps to change negative attitudes.

STANDARD 5

Students will understand the importance of effective planning, decision-making, and control functions in an organization.

Objective 1: Understand how to ensure a safe and healthy work environment.

- a. Know the role of the Occupational Safety and Health Act (OSHA).
- b. Explain organizational and personal factors that cause work-related stress.
- c. Identify symptoms of stress.
- d. Describe how stress can be reduced.
- e. Define a wellness program.

Objective 2: Understand how to organize an effective organization.

- a. Define organizing and empowerment.
- b. Describe work specialization.
- c. Contrast line and staff authority.
- d. Identify values of job descriptions.
- e. List the steps of delegation.

Objective 3: Understand how to acquire the right people.

- a. Discuss HR-related laws and how they influence human resource decisions, including; Civil Rights Act, American with Disabilities Act, and the Family and Medical Leave Act.
- b. Discuss affirmative action.
- c. Define sexual harassment, including actions that constitute a valid complaint.
- d. Understand types of selection devices and when to use them, including written tests, performance-simulation tests, and interviews.

Objective 4: Understand the leaders role in labor relations.

- a. Describe steps for handling a grievance.
- b. Discuss the effects of the National Labor Relations Act of 1935 (Wagner Act) on labor relations.
- c. Discuss the effects of the Labor Management Relations Act of 1947 (Taft-Hartley Act) on labor relations.

Objective 5: Understand personal and career development.

- a. Define networking.