

Western Technical College

10196164 Personal Leadership Strategies

Course Outcome Summary

Course Information

Description	The learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	54

Textbooks

Asserting Yourself. Copyright 2004. Bower, Sharon Anthony and Gordon H. Bower. Publisher: Perseus Distribution. **ISBN-13**: 978-0-7382-0971-5. Required.

Time Management. Copyright 2003. Mancini, Marc. Publisher: McGraw-Hill Publishing Company. **ISBN-13**: 978-0-07-140610-9. Required.

Kicking Your Stress Habits: A Do-It-Yourself Guild for Coping with Stress. Copyright 1981. Tubesing, Donald A. Publisher: Whole Person Associates, Inc. **ISBN-13**: 978-0-938586-00-5. Required.

7 Habits of Highly Effective People, The 25th Anniversary Edition. Copyright 2013. Covey, Stephen R. Publisher: Franklin Covey. **ISBN-13**: 978-1-4516-3961-2. Required.

Program Outcomes

1. Utilize quality strategies and tactics.
2. Apply effective leadership skills.
3. Apply Human Resource policies and procedures.
4. Perform supervisory management functions to achieve organizational objectives.

Course Competencies

1. **Develop work-place time management skills.**
Assessment Strategies

1.1. Writtten Assignment

Criteria

You will know you are successful when

- 1.1. you identify how you use your time.
- 1.2. you analyze time usage for patterns.
- 1.3. you identify changes to time management plan based on analysis.
- 1.4. you describe how you will modify the use of your time.

Learning Objectives

- 1.a. Investigate time management tools used for planning.
- 1.b. Complete a work-place time management plan.
- 1.c. Investigate challenges related to time management (i.e meetings, unexpected workplace issues, absent employees, etc.).
- 1.d. Analyze the impact of effective and ineffective time management.
- 1.e. Identify ways to prioritize daily tasks of a leader.

2. Establish personal and professional goals.

Assessment Strategies

- 2.1. Written assignment
- 2.2. through a class discussion.

Criteria

You will know you are successful when

- 2.1. you identify long term personal goals.
- 2.2. you identify long term career goals.
- 2.3. you analyze personal goals.
- 2.4. you analyze career goals.
- 2.5. you develop a strategic plan for goal achievement.

Learning Objectives

- 2.a. Analyze the impact of goal achievement for the individual.
- 2.b. Identify long-term career goals.
- 2.c. Utilize a process to develop a strategy for goal accomplishment.
- 2.d. Develop a tool to measure goal attainment.

3. Identify assertive leadership skills.

Learning Objectives

- 3.a. Identify assertive and non-assertive behaviors.
- 3.b. Define passive, aggressive, and assertive behaviors/communications.
- 3.c. Explore the benefits of assertive behavior.
- 3.d. Identify how problems can be solved using assertive behavior.
- 3.e. Identify personality traits that create barriers to being an assertive leader.
- 3.f. Explore situations and scenarios to practice assertiveness.
- 3.g. Explore tools (i.e. scripting) to learn to be an assertive leader.
- 3.h. Identify assertive body language.

4. Analyze stress management in the workplace.

Learning Objectives

- 4.a. Create a definition of stress.
- 4.b. Describe the stages of stress.
- 4.c. Identify stress in change, perception, beliefs, life stages, and grief.
- 4.d. Identify sources of work-place stress.
- 4.e. Analyze the effectiveness of implementing stress management techniques.
- 4.f. List the resources available to help relieve stress.
- 4.g. Identify appropriate coping strategies for different situations.
- 4.h. Compare and contrast past, present, and future coping strategies.

5. Make decisions based on professionalism.

Learning Objectives

- 5.a. Apply professionalism to value the rights of others.
- 5.b. Define empathy in the workplace.
- 5.c. Examine how empathy impacts decision making.
- 5.d. Explore the role of professionalism in making decisions.
- 5.e. Explore consequences of making knee-jerk, hasty, or uninformed decisions.

6. Explore the leader's role in workplace ethics.

Learning Objectives

- 6.a. Define ethical behavior.
- 6.b. Explore examples of ethical issues in the workplace.
- 6.c. Explore examples and consequences of unethical behavior / decisions.
- 6.d. Model ethical behavior as a leader.
- 6.e. Examine the leader's responsibilities to enforce ethical behavior.

7. Explore the transition to a leadership role.

Learning Objectives

- 7.a. Examine the change in responsibilities from non-leader to a leader.
- 7.b. Examine how relationships change when transitioning from co-worker to leader.
- 7.c. Examine personal barriers to delegation.
- 7.d. Identify the relationship between time constraints and the need for delegation.
- 7.e. Examine how to develop and maintain (changed) professional relationships.

8. Identify quality customer service skills.