



Leadership Principles II

EXAM INFORMATION

Exam Number

419

Items

33

Points

40

Prerequisites

LEADERSHIP PRINCIPLES I

Recommended Course Length

ONE SEMESTER

National Career Cluster

BUSINESS ADMINISTRATION &
MANAGEMENT

GOVERNMENT & PUBLIC
ADMINISTRATION

HOSPITALITY & TOURISM

Performance Standards

PENDING

Certificate Available

YES

DESCRIPTION

This class teaches how to be an effective leader. Concepts include power, team management, dealing with change, and ethics. Student will also be in charge of organizing and implementing a class project.

EXAM BLUEPRINT

STANDARD	PERCENTAGE OF EXAM
1- Resolving Conflicts	22%
2- Team & Coaching Skills	36%
3- Change	15%
4- Ethical Principles	10%
5- Workplace Skills	15%
6- Instructional Leadership Teams	2%



STANDARD I

STUDENTS WILL UNDERSTAND THE PROCESS FOR MAKING SOUND DECISIONS AND RESOLVING CONFLICTS.

- Objective 1 Identify the problem
1. Generate alternatives
 2. Select best solution
 3. Implement solution
- Objective 2 Describe several decision-making techniques.
1. PERT charts
 2. Decision trees
 3. Cost-benefit analysis
 4. ABC analysis
- Objective 3 Compare and contrast decision making.
1. Individual decision making
 2. Group decision making
- Objective 4 Understand the difference between functional and dysfunctional conflict.
- Objective 5 Understand causes of conflict and strategies for conflict resolution.
1. Competing
 2. Accommodating
 3. Avoiding
 4. Collaborating
 5. Compromising

STANDARD 2

STUDENTS WILL UNDERSTAND HOW TO BUILD A SUCCESSFUL TEAM AND IMPLEMENT BASIC COACHING SKILLS.

- Objective 1 Discuss what constitutes a team and the advantages of team structures.
- Objective 2 Identify the stages of team development in order.
1. Forming
 2. Storming
 3. Norming
- Objective 3 Discuss teambuilding and strategies for building an effective team.
- Objective 4 Discuss how an individual becomes an effective team member.
- Objective 5 Compare and contrast coaching techniques in various situations.
- Objective 6 Define and discuss the advantages and disadvantages between knowledge-based and facilitative coaching.
- Objective 7 Discuss different coaching models:
1. GROW model
 2. FUEL model
 3. Co-active model
- Objective 8 Understand the importance for giving and receiving feedback



STANDARD 3

STUDENTS WILL UNDERSTAND THE IMPORTANCE OF EFFECTIVELY DEALING WITH CHANGE IN AN ORGANIZATION.

- Objective 1 Understand why change occurs.
1. Internal factors
 2. External factors
- Objective 2 Identify reasons why people resist change.
1. Fear of the unknown
 2. Lack of competence
 3. Reason for change is unclear
 4. Loss of control
 5. Economic loss
- Objective 3 Establish a leader's role in planning and implementing change.
1. Clearly communicate the change
 2. Demonstrate concerns and overcome opposition
 3. Stay positive
 4. Effectively engage/train employees
 5. Make adjustments as needed

STANDARD 4

STUDENTS WILL UNDERSTAND THE IMPORTANCE AND APPLICATION OF ETHICAL PRINCIPLES.

- Objective 1 Define and distinguish the difference between morality and ethics.
- Objective 2 Identify and describe the areas of Corporate Social Responsibility (CSR).
1. Environment
 2. Community
 3. Employees
 4. Consumers
 5. Shareholders

STANDARD 5

STUDENTS WILL DESCRIBE AND DEMONSTRATE SKILLS NEEDED FOR SUCCESS IN THE WORKPLACE.

- Objective 1 Identify important self-management skills.
1. Strong work ethic
 2. Positive attitude
 3. Time management
 4. Self-regulation (emotional & mental awareness)
- Objective 2 Learn the skills needed to interact and work with others.
1. Communication
 2. Teamwork
 3. Mentor & coaching



Objective 3 Demonstrate proper interviewing skills.

1. Preparation
2. Dress for the job
3. Verbal communication (questioning, manners, voice tone)
4. Nonverbal communication (posture, facial expressions, gestures, proxemics)
5. Follow-up

STANDARD 6

STUDENTS WILL EFFECTIVELY BUILD INSTRUCTIONAL LEADERSHIP TEAMS.

Objective 1 Delegate and define team member roles.

Objective 2 Maintain a positive work relationship and learning environment.

Objective 3 Apply skills learned throughout course curriculum.