



Leadership Principles I

EXAM INFORMATION

Exam Number

418

Items

36

Points

46

Prerequisites

NONE

Recommended Course Length

ONE SEMESTER

National Career Cluster

BUSINESS ADMINISTRATION &
MANAGEMENT

GOVERNMENT & PUBLIC
ADMINISTRATION

HOSPITALITY & TOURISM

Performance Standards

INCLUDED (OPTIONAL)

Certificate Available

YES

DESCRIPTION

This class teaches how to be an effective leader. Concepts include leadership history, goal setting, time management, effective communication, diversity, and decision making.

EXAM BLUEPRINT

STANDARD

PERCENTAGE OF EXAM

1- History of Leadership	30%
2- Visions, Missions, and Establishing Goals	17%
3- Time Management Techniques	16%
4- Effective Strategies for Communication	16%
5- Diversity Within Organizations	8%
6- Sources of Power	13%



STANDARD 1

STUDENTS WILL INVESTIGATE THE HISTORY, MEANING, THEORY, AND STYLES OF LEADERSHIP

- Objective 1 Understand the definition of leadership and how leadership was viewed throughout history.
- Objective 2 Understand the historical types of leadership
 - 1. Leader-centric
 - 2. Follower-centric
 - 3. Situational-centric
- Objective 3 Compare and contrast leadership and management.
- Objective 4 Describe the evolutionary process of leadership theories/approaches and their major conclusions
 - 1. Great Man Theories
 - 2. Trait Theories
 - 3. Behavioral Theories
 - 4. Contingency/Situational Theory
 - 5. Transactional and Transformational Approach
 - 6. Emerging Leadership Approaches (e.g., Authentic Leadership, Spiritual Leadership, Servant Leadership.)
- Objective 5 Describe the three classic styles of leadership
 - 1. Democratic
 - 2. Autocratic
 - 3. Laissez faire
- Objective 6 Discuss the differences between Theories X, Y and Z.
- Objective 7 Understand how to develop one's own personal leadership style.

Standard 1 Performance Evaluation included below (Optional)

STANDARD 2

STUDENTS WILL LEARN THE IMPORTANCE AND FUNDAMENTALS OF A VISION, A MISSION, AND ESTABLISHING GOALS

- Objective 1 Understand the differences of individual perspective and its effect on the purpose, benefits, and structure of vision and mission statements.
- Objective 2 Understand how to communicate vision and mission statements.
- Objective 3 Understand the value of goals and the characteristics of a SMART goal.
- Objective 4 Identify and describe short, intermediate, and long-term goals.

Standard 2 Performance Evaluation included below (Optional)



STANDARD 3

STUDENTS WILL UNDERSTAND THE IMPORTANCE OF TIME MANAGEMENT AND TIME MANAGEMENT TECHNIQUES

- Objective 1** Identify and discuss effective time management, meeting tools, and guidelines. (e.g., to-do lists, ABC prioritizing, agenda, delegation, minimizing interruptions, assignments/preparation, record keeping, time limits.)
- Objective 2** Define delegation and identify the five-step process.
1. Identify the task
 2. Select appropriate person
 3. Communicate expectations
 4. Monitor progress
 5. Evaluate results

Standard 3 Performance Evaluation included below (Optional)

STANDARD 4

STUDENTS WILL UNDERSTAND EFFECTIVE STRATEGIES FOR COMMUNICATION

- Objective 1** Recognize the difference between nonverbal and verbal communication.
- Objective 2** Understand and identify the four basic styles of communication
1. Aggressive
 2. Passive
 3. Passive-aggressive
 4. Assertive
- Objective 3** Understand tools for effective communication (e.g., listening, validation, using “and” vs. “but,” using absolutes such as “always” and “never”).
- Objective 4** Compare and contrast “I” and “you” messages.
- Objective 5** Develop and apply effective communication skills (e.g., be respectful, eye contact, good listener, 5 C’s: communicate in clear, courteous, concise, complete, and correct manner).

Standard 4 Performance Evaluation included below (Optional)

STANDARD 5

STUDENTS WILL IDENTIFY AND UNDERSTAND THE NATURE OF DIVERSITY WITHIN ORGANIZATIONS

- Objective 1** Discuss the effects and power of diversity within organizations, including assimilation.
- Objective 2** Understand how leaders can increase diversity within an organization and deal with increasing diversity.
- Objective 3** Discuss what constitutes a subordinate/minority group and the concept of glass ceilings.
- Objective 4** Understand the ongoing debate about affirmative action.



Standard 5 Performance Evaluation included below (Optional)

STANDARD 6

STUDENTS WILL IDENTIFY AND UNDERSTAND THE SOURCES OF POWER AND HOW THEY ARE USED

Objective 1 Define and discuss the sources of power

1. Reward
2. Coercion
3. Legitimacy
4. Expertise
5. Referents

Objective 2 Discuss how power can be developed.

Objective 3 Define empowerment and its use and effectiveness.

Standard 6 Performance Evaluation included below (Optional)



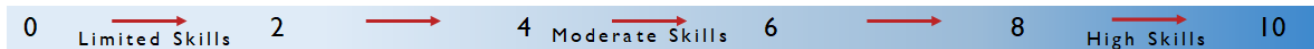
Leadership Principles I Performance Standards (Optional)

Performance assessments may be completed and evaluated at any time during the course. The following performance skills are to be used in connection with the associated standards and exam. To pass the performance standard the student must attain a performance standard average of **8 or higher** on the rating scale. Students may be encouraged to repeat the objectives until they average **8 or higher**.

Students Name _____

Class _____

PERFORMANCE RATING SCALE



STANDARD 1 History of Leadership

Score:

- Explain why it is important to understand the history of leadership
- Write out the definition of leadership and how leadership is not management
- Describe the evolutionary process of leadership theory
- Describe your personal leadership style
- Describe team building and identify ways to become an effective team member
- Discuss the course of action an organization would follow to create change
- Describe the GROW model of coaching
- Determine and discuss the skills necessary to becoming a leader

STANDARD 2 Visions, Missions, and Establishing Goals

Score:

- Write down and evaluate a possible vision for an organization
- Identify the key ingredients of goal setting
- Explain your commitment to an ethical life

STANDARD 3 Time Management Techniques

Score:

- Identify the time management skills to increase productivity

STANDARD 4 Effective Strategies for Communication

Score:

- Describe the four styles of communication
- Identify the five conflict strategies and role play one of them
- Identify the situational factors affecting individual decision making vs. group-decision making.

STANDARD 5 Diversity Within Organizations

Score:

- Describe why it is important for leaders to appreciate diversity



STANDARD 6 Sources of Power

Score:

- Determine the sources of power and discuss how power is used in organizations

PERFORMANCE STANDARD AVERAGE SCORE:

Evaluator Name _____

Evaluator Title _____

Evaluator Signature _____

Date _____