WORKNC-620L: LEADERSHIP ESSENTIALS: WHAT EMERGING LEADERS NEED TO KNOW

Leadership Certificate
Course
  • WORKNC-620K: Challenges of Leadership: Difficult People/Tough Conversations
  • WORKNC-620L: Leadership Essentials: What Emerging Leaders Need to Know

Effective Term
Fall 2023

CC Approval
3/31/2023

AS Approval
4/11/2023

BOT Approval
4/20/2023

COCI Approval
5/16/2023

SECTION A - Course Data Elements

Send Workflow to Initiator
No

CB04 Credit Status
Noncredit

CB22 Noncredit Category
Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Vocational (short-term): Noncredit (Specific Degree and Professional Experience)	

Subject Code
WORKNC - Work Experience Noncredit
Course Number
620L

Department
Work Skills Noncredit (WORKNC)

Division
Career Education and Workforce Development (CEWD)

Full Course Title
Leadership Essentials: What Emerging Leaders Need to Know

Short Title
Leadership Essentials

CB03 TOP Code
0506.00 - *Business Management

CB08 Basic Skills Status
NBS - Not Basic Skills

CB09 SAM Code
C - Clearly Occupational

Rationale
Industry request

SECTION B - Course Description

Catalog Course Description
This course is designed to acquaint students with the essential characteristics of new and emerging leaders. The roles, functions, and responsibilities of a leader will be examined, as well as professionalism, coaching and mentoring.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit
Yes

Repeatability
Unlimited - Noncredit OR Work Experience Education

Grading Options
Pass/No Pass Only

Allow Audit
No

Requisites

SECTION D - Course Standards

Is this course variable hour?
No

Total Instructional Hours
9

Distance Education Approval

Is this course offered through Distance Education?
Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Hybrid	Permanent

SECTION E - Course Content

Student Learning Outcomes

	Upon satisfactory completion of the course, students will be able to:
1.	Compare and contrast the roles, functions, and responsibilities of a leader.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1.	Examine the stages of change in order to identify the tools necessary to lead people through the resistance stage of change.

Course Content
1. Essentials of Leadership
   a. Definition of a leader
   b. Sacrifices and rewards
   c. Roles, functions, and responsibilities

  d. Assess the various characteristics of a good leader.
  e. Compare and contrast the roles, functions, and responsibilities of a leader.
 2. Professionalism
  a. Appearance and grooming
  b. Manners and etiquette
  c. Actions and behaviors
  d. Communication and attitude
  e. Analyze various elements that contribute to professionalism in the workplace.
 3. Leading employees toward performance
  a. Why leaders don't delegate
  b. Rules for effective delegation
  c. Delegation diagnosis
  d. Compare and contrast the roles, functions, and responsibilities of a leader.
 4. Leading through organizational change
  a. The stages of change
  b. Denial
  c. Resistance
  d. Exploration
  e. Commitment
  f. Examine the stages of change in order to identify the tools necessary to lead people through the resistance stage of change.
 5. Coaching and Mentoring
  a. Distinguish between coaching and mentoring
  b. Elements of successful coaching
  c. Types of coaching
  d. Differentiate between the tools needed as a leader to coach and mentor emplo

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Group Work	Individual and group problem solving
Discussion	Case analysis
Activity	Role playing and classroom simulations

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
Chat Rooms
Discussion Boards
E-mail Communication
Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
Discussions
Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Portfolios	Journal Completions
Projects	Action plans

Assignments

Reading Assignments

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

Writing Assignments

1. Written case analysis

2. Action plan

3. Multiple worksheets handed out in class

4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

SECTION F - Textbooks and Instructional Materials

Material Type
Textbook

Author
Joseph Grenny, Kerry Patterson, David Maxfield, Ron McMillan, and Al Switzer

Title
Influencer: The New Science of Leading Change

Edition/Version
2nd edition

Publisher
McGraw Hill

Year
2013

ISBN
978-0071808866

Proposed General Education/Transfer Agreement

Do you wish to propose this course for a Local General Education Area?
No

Do you wish to propose this course for a CSU General Education Area?
No

Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?
No

Course Codes (Admin Only)

ASSIST Update
No

CB10 Cooperative Work Experience Status
N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status
J - Workforce Preparation Enhanced Funding

CB13 Special Class Status
N - The Course is Not an Approved Special Class

CB23 Funding Agency Category
Y - Not Applicable (Funding Not Used)

CB24 Program Course Status
Program Applicable

Allow Pass/No Pass
Yes

Only Pass/No Pass
No

Reviewer Comments
Seth Anderson (sethe.anderson) (Mon, 05 Dec 2022 23:56:22 GMT): Added Vocational (short-term): Noncredit to discipline field
Seth Anderson (sethe.anderson) (Mon, 05 Dec 2022 23:58:06 GMT): Added Vocational (short-term): Noncredit to discipline field
Seth Anderson (sethe.anderson) (Wed, 01 Mar 2023 23:09:13 GMT): Please review the last line of the Course Content section (sentence fragment) and add examples to Methods of Instruction, Online Adaptation, and Methods of Evaluation section; also consider adding examples of Reading Assignments