

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

<u>COURSE NUMBER:</u>	MNGM 152
<u>COURSE TITLE:</u>	LEADERSHIP TECHNIQUES TRAINING I
<u>SEMESTER CREDIT HOURS:</u>	3 Credit Hours
<u>DEPARTMENT:</u>	Career Technical Education
<u>DIVISION:</u>	Workforce Education/Community Service
<u>PREREQUISITE:</u>	None

COURSE DESCRIPTION:

This course is designed to assist the supervisor to develop effective leadership techniques. In class the student is expected to do some independent study to improve and enhance his/her understanding of the principles of leadership. Each assigned chapter's exercises including the self quiz will be completed and graded by the student before each class. One major project pertaining to leadership by the student, provides the opportunity to increase knowledge and understanding of some specific area of management. Class discussion projects will be assigned to further enhance the student's proficiency in providing effective leadership of groups.

COURSE OUTCOMES AND COMPETENCIES:

Students that complete this course will be able to:

- Identify the various parts of the Leadership Formula.
- Evaluate your leadership potential.
- Explain why management skills are essential to successful leadership.
- List some differences between management and leadership.
- Decide if you are spending too much time on management and not enough time on leadership.
- View yourself more objectively as a communicator.
- Know what areas of communication you must improve to reach your leadership potential.
- Explain how the Mutual Reward Theory works.
- List some personal and general rewards you want to provide your followers.
- Determine where your authority line should be.
- Demonstrate stronger leadership through the maintenance of your authority line.

- Make more effective use of your primary sources of power.
- Make better decisions.
- Make them faster.
- Announce them with more decisiveness.
- Take immediate steps to establish yourself as a more positive force.
- Improve the way in which you communicate this force to your followers.
- Understand the need for a two-level communications network.
- Explain the difference between a goal and a mission.
- Defend the premise that every organization or group, no matter how small, should have a winning mission.
- Select the best strategy to put more leadership into your style.
- Make a personal contract with yourself to complete it.

COURSE REQUIREMENTS:

1. Exercises and self-test from each chapter in the leadership text.
2. Leadership of discussion on cases assigned by instructor.
3. Research paper on topic relating to leadership.