

BA656
Leadership and Supervision
3 Credits

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BA656 Version: 16



Leadership and Supervision

Calendar Description

This first-line management course covers a wide spectrum of topics dealing with how management sees the supervisor, how supervisors see themselves, and how supervisors lead. This course covers planning, control, communications, motivation, training, appraisal, discipline, selection, safety and other relevant topics. By course completion, participants should have a well-rounded understanding of the theory and practical application of leadership and supervision.

Rationale

This is a required course for the Small Business and Entrepreneurship Major of the Business Administration Diploma. Leadership and supervision are complementary aspects of any management situation. Optimizing productivity in the workplace requires quality leadership. Supervision is getting things done within an organization through other people. Organizations cannot properly function without supervision carried out by properly trained supervisors. To supervise successfully requires the base knowledge that this course provides.

Prerequisites

BA120

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. describe the initial goals of a supervisor.
2. demonstrate achieving productivity through people.
3. explain the supervisor/employee relationship.
4. explain the foundations of a productive working climate.

5. identify potentially unproductive work conditions and/or situations and be able to demonstrate their avoidance.
6. describe how to communicate privately.

Resource Materials

Required Text:

Goodwin, Cliff. *Supervisor's Survival Kit* (11th ed.). Upper Saddle River, New Jersey: Prentice Hall, 2006. Print.

Conduct of Course

To enhance the experiential setting of this course and to stimulate discussion and thought, this class is composed of both interactive lectures and group sessions. Because most of the sessions are focused around group work, attendance is critical to individual and group success in the course.

Missed classes are re-scheduled.

Class discussions are conducted on the assumption that each student has adequately prepared the required material in advance.

Students should budget one to two hours of time in preparation for each one hour of class time.

Evaluation Procedures

Your performance in this course is assessed on the following elements. The final grade is an aggregate of the following components:

Element	Weight
Class Activities, Discussion and Participation	20%
Project and Presentation	30%
Exams	50%

The project is a report and presentation on a comparison of supervisory theory with industry practice.

The instructor announces the specific evaluation schedule during the first class.

All assignments must be handed in on time on the date specified. No grade is assigned for late quizzes or exercises.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

The instructor will recommend that the Registrar withdraw any student who does not meet the established attendance requirements. A failing grade of RW (Required to Withdraw) will appear on the student's transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Instructors have the authority to require attendance at classes.

Course Units/Topics

This course consists of the following topics:

1. Should You be a Supervisor?
2. Making the Transition
3. Achieving Productivity Through People
4. The Supervisor-Employee Relationship
5. Five Irreplaceable Foundations

6. Creating a Productive Working Climate
7. The Effective Work Team
8. Communicating Privately
9. The Problem Employee
10. Staffing
11. Delegation
12. Use Your Knowledge Power
13. The Formal Appraisal
14. Setting Priorities



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