

BA234
Leadership

2 Credits

Instructor: Aubrey Patterson
780 871 5422

Original Developer: Dr. Michael Diachuk

Current Developer: Aubrey Patterson

Reviewer: Robert Collins

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2602 - 59 Avenue, Lloydminster, Alberta, Canada T9V 3N7. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490



BA234 Version: 2



Leadership

Calendar Description

Leadership BA234 is intended to provide students with an introduction to current views on leadership, skills that define leadership and applications of these skills in the workplace. The course is designed to develop awareness of leadership theories and develop a self-awareness of the student's current skill set as it relates to the workplace. Students will be better prepared for the workplace by understanding leadership, leadership skills and how they can perform effectively in the workplace.

Rationale

This course examines leadership theory and the notion of personal development. This course is an introductory course for students to develop a deeper and broader understanding of the expectations of leaders and employees in the workforce. It will also focus on the changing skill set that is required to be successful in the work place and the connection between skills needed to be a colleague as well as leader. Students will explore their understandings of leadership as well as those they view as leaders in the workforce. Students will be better prepared to enter the work force as a colleague and team member and contribute positively to a more productive workplace.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

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

1. demonstrate their understanding of stages and theory and how this can support leadership practices in the work force.
2. demonstrate their understanding of the relationship between leadership and management skills.
3. demonstrate their understanding of change theory and leader as innovator and learner.

4. demonstrate their understanding of their own skills and strengths as they relate to leadership.

Resource Materials

Gallup Strength Builder *Strengthsquest* or similar (provided)

Selected materials, articles and multimedia by instructor (provided).

Conduct of Course

The course is designed for 30 hours of instruction with 24 hours of direct instruction and 6 hours of out-of-class preparation. The course consists of four modules:

1. Leadership Theory
2. Leadership Skills
3. Leadership and Management
4. Leading as Learners and Change Theory.

Evaluation Procedures

Interviews	30%
Submission of <i>daily reflection</i> for Days 1, 2 and 3 and <i>optional assignments</i>	30%
Final short answer and paragraph exam	40%

Grade Equivalents and Course Pass Requirements

A minimum grade of C+ (65%) is required to pass this course.

Letter	F	C+	B-	B	B+	A-	A	A+
Percent Range	0-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Attendance

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

Course Units/Topics

1. Leadership Theory
2. Leadership Skills
3. Leadership and Management
4. Leading as Learners and Change Theory

Appendix A

Pre-course Work

Students interview two community members. The interview focuses on skills for success leaving college, skills as coworker, and leadership skills in the workplace.

Module 1 Leadership Theory –

1. Students review theories of leadership and examine their own preconceptions of leadership.
2. A combination of online articles, the self-administered Strengths Quest, role play and discussion will be implemented in the instruction.
3. The diversity of leadership qualities and personal nature of leadership.
4. Students develop a personal mission, vision, values document
5. Students maintain a daily log for observations and key questions that will be used to open the following day's lessons.

Key concepts: leadership theories, leadership myths, personal strengths, mission, vision, values, habits, reflection

Module 2 Leadership Skills

1. Students explore the various skill sets of leaders that have been successful and compare these to their own skill profile from the Strengths Quest.
2. Students explore the situational nature of leadership styles and define their own strengths as leaders using the Gallup Strengths Quest.
3. Communication skills are explored with emotional intelligence are used as a guiding framework.
4. The relationship between time, planning and leadership are investigated. Time management skills are investigated with support from the work of Dr. Stephen Covey's The 7 Habits of Highly Effective People.
5. Resume development, job interviews and the use of the Strengths Quest and other information within the entire application process.

Key concepts: communication, emotional intelligence, leadership skills, leadership in action, time management

Module 3 Leadership and Management

1. Students use a range of readings to identify the essential components of management and how it differs from leadership.
2. Effective leadership requires competent manager skills; however good managers do not always become good leaders.
3. In order to become a good leader, one must first become a good team member. Organization theory, management, teams and how to be a good follower or team member will be defined and addressed.

Key concepts: organization theory, management, leading vs following, leadership vs management

Module 4 Leading as Learners and Change Theory

1. Good leaders are always learning. Students explore change theory, and how change they initiate for themselves differs from the change others initiate for them. Leaders must understand the impact they have on others as they direct them in their work, earn their respect and continue to grow.
2. Students develop a growth plan (action statements) to build on their strengths, mission, vision and values statement.

Key concepts: leaders have to be learners, change theory, action statements



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