

PROFESSIONAL AND LEADERSHIP DEVELOPMENT
COURSE CODE: 5178
STUDENT PROFILE

STUDENT'S NAME:	TEACHER'S NAME:
School Year/Semester:	Date Started:
Grade:	Date Completed:

Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.

0 - Has not received instruction in this area / **no experience or knowledge of this task (N/A)**

1 – Can apply and perform **independently (80-100)**

2 – Can perform the task completely with **limited supervision (70-79)**

3 – Requires additional instruction and or **close supervision (60-69)**

A. SAFETY		0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				
B. STUDENT ORGANIZATIONS		0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
C. TECHNOLOGY KNOWLEDGE		0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				

3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				
4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS		0	1	2	3
1	Demonstrate punctuality.				
2	Demonstrate self-representation.				
3	Demonstrate work ethic.				
4	Demonstrate respect.				
5	Demonstrate time management.				
6	Demonstrate integrity.				
7	Demonstrate leadership.				
8	Demonstrate teamwork and collaboration.				
9	Demonstrate conflict resolution.				
10	Demonstrate perseverance.				
11	Demonstrate commitment.				
12	Demonstrate a healthy view of competition				
13	Demonstrate a global perspective.				
14	Demonstrate health and fitness.				
15	Demonstrate self-direction.				
16	Demonstrate lifelong learning.				
E. PROFESSIONAL KNOWLEDGE		0	1	2	3
1	Demonstrate effective speaking and listening skills.				
2	Demonstrate effective reading and writing skills.				

3	Demonstrate mathematical reasoning.				
4	Demonstrate job-specific mathematics skills.				
5	Demonstrate critical-thinking and problem-solving skills.				
6	Demonstrate creativity and resourcefulness.				
7	Demonstrate an understanding of business ethics.				
8	Demonstrate confidentiality.				
9	Demonstrate an understanding of workplace structures, organizations, systems, and climates.				
10	Demonstrate diversity awareness.				
11	Demonstrate job acquisition and advancement skills.				
12	Demonstrate task management skills.				
13	Demonstrate customer-service skills.				
F. UNDERSTANDING LEADERSHIP AND TEAM DYNAMICS		0	1	2	3
1	Identify the different personality types to include an inventory (MBTI, True Colors, etc.).				
2	Compare and contrast the differences between a leader and a manager, including communication styles.				
3	Describe behavioral leadership styles (e.g. collaborative, direct, decision-maker).				
4	Identify and describe effective and non-effective leadership characteristics.				
5	Formulate strategies for resolving conflict (e.g. competing, accommodating, avoiding, collaborating, and compromising).				
6	Analyze the stages of team development (i.e. forming, storming, norming, and performing).				
7	Evaluate internal and external motivation, and the role of incentives.				
8	Identify and give examples of equity/access issues.				
9	Demonstrate team building skills.				
G. EFFECTIVE COMMUNICATION		0	1	2	3
1	Discuss the steps involved in communication (thinking, encoding, transmitting, receiving, and decoding).				
2	Identify various forms of communication (visual, verbal, and digital).				
3	Describe nonverbal and verbal communication techniques.				
4	Demonstrate appropriate communication etiquette.				

5	Demonstrate effective listening skills.				
6	Apply effective communication strategies to deliver a presentation (oral, written, and/or multimedia).				
H. GOAL SETTING		0	1	2	3
1	Establish and communicate the vision, mission, goals, and objectives of an organization.				
2	Discuss the need for short-range and long-range goals in an organization or business.				
3	Develop and evaluate specific, measurable, attainable, realistic, time-bound (SMART) personal and/or organizational short-range and long-range goals.				
I. MANAGING TIME AND RESOURCES		0	1	2	3
1	Explain effective time management skills and practices.				
2	Discuss the importance of prioritizing personal and professional responsibilities				
3	Describe techniques for managing stress and maintaining balance in the school/workplace environment.				
4	Explain human resource management functions, (e.g., recruitment, training/orientation, retention, and performance evaluation).				
5	Create financial budgets for organization, project, and activities.				
6	Develop a plan to manage business resources.				
J. MEETING MANAGEMENT AND PROCEDURES		0	1	2	3
1	Identify types and purposes of meetings.				
2	Demonstrate proper parliamentary procedure/meeting etiquette.				
3	Identify the different roles of officers and members when conducting a meeting.				
4	Identify proper methods to document and record meetings.				
5	Conduct a meeting and record the minutes.				
K. CITIZENSHIP AND COMMUNITY SERVICE		0	1	2	3
1	Identify personal responsibility to the school and community.				
2	Identify the personal character traits of a responsible school and community member (honesty, respect, accountability, etc.).				
3	Identify the needs of the school and community.				
4	Research, plan, and implement a community service project for the school and/or community.				

L. PROFESSIONAL PREPARATION		0	1	2	3
1	Identify personal and professional benefits of membership in professional organizations				
2	Identify and prepare for competitive events in respective career and technology student organizations.				
3	Identify scholarship opportunities in respective career and technology student organizations.				
4	Create and/or update resume based on experiences.				
5	Prepare for and participate in mock interviews.				