

PROFESSIONAL AND LEADERSHIP DEVELOPMENT

Course Code 5178

COURSE DESCRIPTION: The purpose of this course is to help students develop leadership skills necessary for success in business careers through effective communications, problem-solving techniques, and managing resources and meetings. The students will develop an understanding of the need for community service as part of their overall civic and professional responsibilities.

In situations where several career and technology student organizations (CTSOs) are represented in the class, preference should not be given to any one student organization. The standards are generic to all of the career and technology education student organizations.

OBJECTIVE: Given the time and resources, the student will be able to master the standards for professional and leadership development in a course that offers one-half unit or one full unit of credit.

RECOMMENDED GRADE LEVELS: 10-12

COURSE CREDIT: ½ unit or 1 unit

(Standards marked with an asterisk (*) would be recommended for use in a 1 unit course and should be taught in combination with the other standards.)

PREREQUISITE: Recommended current membership in one or more of the career and technology education student organizations: BPA, Business Professionals of America; DECA, An Organization of Marketing Students; FBLA, Future Business Leaders of America; FCCLA, Family, Career, and Community Leaders of America; HOSA, Health Occupations Students of America; National FFA Organization; and SkillsUSA.

RESOURCES:

www.mysctextbooks.com

A. SAFETY AND ETHICS

1. Identify major causes of work-related accidents in offices.
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).

5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

B. EMPLOYABILITY SKILLS

1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).

C. STUDENT ORGANIZATIONS

1. Explain how related student organizations are integral parts of career and technology education courses.
2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. DEVELOP PERSONAL AWARENESS

1. Identify the different personality types and their communication styles.
2. Assess individual personality type by conducting a personality inventory (MBTI, True Colors, etc.).
3. Discuss different personality types and traits associated with the personality types.
4. Understand the relationship between personality type and leadership style.

E. IDENTIFYING LEADERSHIP AND GROUP DYNAMICS

1. Discuss the difference between a leader and a manager.
2. Describe behavioral leadership styles.
3. Identify effective and non-effective leadership skills.

4. Describe the characteristics of effective leaders.
5. Identify and demonstrate methods of conflict resolution.
6. Explain the stages of group development.
7. Describe techniques one can use in a leadership role to motivate others.
8. Identify and give examples of equity/access issues in groups.
9. **Conduct and participate in teambuilding activities.*

F. COMMUNICATION SKILLS

1. Discuss the steps involved in communication (thinking, encoding, transmitting, receiving, and decoding).
2. Describe nonverbal and verbal communication techniques.
3. Identify the various types of mediums for communication (social networking, business letter, speech, press release, minutes, agenda, e-mail, etc.).
4. Discuss elements of professional leadership etiquette both interpersonal and electronic (e.g., e-mail, business letter, speech).
5. Demonstrate active listening skills.
6. Analyze the impact of technology on group communication.
7. **Demonstrate effective communication skills to create and deliver oral, written and multimedia presentations.*

G. GOAL SETTING

1. Identify the goals of the career and technology education student organizations.
2. Discuss how the goals of the student organizations are related to goals of professional organizations.
3. Discuss the difference between short-range and long-range goals.
4. Discuss the need for short-range and long-range goals in an organization or business.
5. **Create personal and/or organizational short-range and long-range goals.*
6. **Develop ways to monitor and adjust short-range and long-range goals.*

H. MANAGING TIME AND RESOURCES

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. **Create financial budgets for organization, project, and activities.*
5. **Discuss methods and ideas to raise funds.*
6. **Develop a project plan for raising funds.*

I. MEETING MANAGEMENT AND PARLIAMENTARY PROCEDURES

1. Identify types of meetings both interpersonal and electronic using the latest version of Robert's Rules of Order.
2. Discuss physical arrangements for a meeting using the latest version of Robert's Rules of Order.
3. Discuss proper parliamentary procedure using the latest version of Robert's Rules of Order.
4. Identify the different roles of officers and members when conducting a meeting using the latest version of Robert's Rules of Order.
5. Conduct a meeting according to proper parliamentary procedure using the latest version of Robert's Rules of Order.
6. **Identify the motions that occur during a meeting using the latest version of Robert's Rules of Order.*
7. **Identify disputes and/or problems that could arise during meetings held using the latest version of Robert's Rules of Order.*
8. **Identify proper methods to document and record meetings.*

J. CITIZENSHIP AND COMMUNITY SERVICE

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. **Determine ways to contribute to the needs of the school and community.*
5. **Research, plan and implement a community service project for their school and/or community.*

K. PROFESSIONAL PREPARATION

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.*

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