

Colorado CTE Course – Scope and Sequence

Course Name	Leadership		Course Details	.5 semester long	
			Course = 0.50 Carnegie Unit Credit		
Course Description	Focuses on the leadership skills for contemporary organizations. Covers development and communication a shared <u>vision</u> to motivate and empower employees to manage conflict, to negotiate, and to develop teams.				
Note:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competencies are covered. This course aligns to the <u>CCNS</u> (MAN 224). Please contact your local community college partner for credit options available.				
SCED Identification #	12052	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.			
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills					
*Generic competencies can be used throughout the Topical Outline					
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration
Qualities of leadership		Standard: Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others	Discuss a fundamental understanding of leadership	Identify leadership qualities Examine how a leader “acts”	*This course can be used to develop your CTSO leadership teams
			Identify personal leadership orientation and philosophy	Historical perspective - traits behavior and relationship theories Contingency approaches to leadership	



Leadership Theories		Explain the concept of leadership	Demonstrate effective techniques and strategies for articulating a vision, shaping culture and organizational values	Historical perspective - traits behavior and relationship theories Contingency approaches to leadership	
Personal leadership		Explain the nature of ethical leadership	Contemporary skills manifested by effective leaders Discuss the role of a leader in initiating change and helping others adjust to change	A. Mind and emotion B. Courage and moral C. Followership	
			Goal Setting	Define vision statements, long term and short term goal settings and strategic action steps Create their own personal vision statements Write and evaluate goal statements Write and analyze strategic action steps	
			Discuss ethics in leadership	Define, describe and practice ways to impart proper ethics to others Manage situations in which ethics are in conflict Identify, evaluate and clarify personal codes of ethics Take actions based on their personal codes of ethics	
Leading teams		Assist with leadership development of	Identify the elements of effective team building	A. Motivation B. Empowerment	



		individuals (HR:509) (MN)		<ul style="list-style-type: none"> C. Delegation D. Power E. Influence F. Ethics 	
		Employ leadership skills to achieve workplace objectives	Discuss the roles of leadership authority and power in motivating, empowering and delegating as effective leadership skills	<ul style="list-style-type: none"> Explain the importance of leading teams Examine how to organize groups Analyze five stages of group development Describe various types and forms of group discussion Demonstrate how to lead a group discussion Discuss the importance of delegation Describe the dynamics of consensus building Identify the various techniques in enhancing group activities 	
			Conflict Resolution	<ul style="list-style-type: none"> Interpret the causes of conflict Discuss how conflict can be positive Identify and demonstrate conflict handling styles, i.e. manage/resolve. Learn about compromise and demonstrate its use. Outline personal procedures to manage and handle conflict. 	



				<p>Identify and discuss contributions of different cultures.</p> <p>Identify cultures within a community and school.</p> <p>Assess the implications of peoples' perceptions and prejudices upon different cultures</p> <p>Compare similarities and differences between past and present generations.</p> <p>Compare similarities and differences between genders.</p>	
Leading the organization		Explain the nature of leadership in organizations	Describe the various types of conflict resolution, and discuss the role the leader can play in managing conflict	<p>A. Vision and strategic direction</p> <p>B. Culture and values</p> <p>C. Change</p>	
		Explain the nature of effective communication	Discuss the complexities inherent in ethical leadership	<p>Recognize the different forms of communication</p> <p>Identify and practice listening skills.</p> <p>Identify and discuss nonverbal communication.</p> <p>Develop verbal communication skills.</p> <p>Practice the use of all forms of communication.</p> <p>Compose a letter using proper business letter formatting</p> <p>Paraphrase a phone message to convey the reason for the call</p>	

