

LEADERSHIP ESSENTIALS

SYLLABUS

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Written & Delivered By:



PEREGRINE

— GLOBAL SERVICES —

ACADEMICS • LEADERSHIP • PUBLICATIONS

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Overview

Everyone has the potential to be a great leader, but great leadership does not just happen. Great leaders intentionally create a plan, a road map, for developing themselves in the type of leader that others want to follow. Becoming the kind of leader who inspires, engages, and motivates takes many different qualities. Not only do you need strong knowledge and expertise in your field, you also need to understand what leadership is, and what it means to lead by example.

In this module, get ready to think about what you really value and how to bring more of that into your leadership.

Learners

This module is designed for learners who desire to improve their leadership, communications, and workplace skills.

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

Module Authors

The author for this module is Peregrine Global Services headquartered in Gillette Wyoming and includes materials from a variety of sources as indicated within the module.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Differentiate between leadership and management.
2. Identify the values common among great leaders.
3. Discuss the power of positive expectations and how to apply it as a leader.
4. Assess what, how, and to whom you should delegate.
5. Describe what it means to be an ethical leader.

6. Use the Eight Universal Laws of Leadership to improve how I lead myself and others.

Curriculum

<u>Section</u>	<u>Topics</u>
Section 1: Introduction	<ul style="list-style-type: none"> • Introduction • Module Overview
Section 2: What is Leadership?	<ul style="list-style-type: none"> • What is leadership, leadership vs management, leadership and change, Maxwell's 5 levels of leadership, how to move to the next level.
Section 3: Values	<ul style="list-style-type: none"> • 14 Leadership Values, what matters most exercise.
Section 4: Positive Expectations	<ul style="list-style-type: none"> • Expectations, The Pygmalion Effect, impact of positive expectations, setting expectations.
Section 5: The Art of Delegation	<ul style="list-style-type: none"> • Definition, why delegate, delegate/empower, why people don't delegate, steps for delegation - the IDEALS model.
Section 6: Ethics	<ul style="list-style-type: none"> • Definitions, introduction to ethics, ethics vs morals, self-assessment, Good People, Bad Choices examples, how to be an ethical leader, 8 Ethical Actions for Leaders.
Section 7: Commitment	<ul style="list-style-type: none"> • 8 Universal Laws of Leadership, 9 tips towards being accountable and committed.
Section 8: Summary and Assessment	<ul style="list-style-type: none"> • Summary • Assessment

Delivery

The module is delivered using Peregrine's Learning Management System (LMS) known as CMAD. Course instruction is with asynchronous online learning activities.

Assessment

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content. A completion certificate is issued when the learner obtains at least 80% on the final exam.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<u>Section</u>	<u>Hours</u>
Section 1: Introduction	0.50
Section 2: What is Leadership?	0.50
Section 3: Values	0.50
Section 4: Positive Expectations	1.0
Section 5: The Art of Delegation	1.0
Section 6: Ethics	0.50
Section 7: Commitment	0.50
Section 8: Summary and Assessment	0.50
Total Hours	5