

LEADERSHIP: FROM THE GROUND UP

TEACHING PHILOSOPHY COURSE OVERVIEW AND SYLLABUS

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Course Length: 1 Day (4-Hours)

Education Course: Non-Credited Certification Course

TEACHING PHILOSOPHY

Our philosophy is to act as a guide, a facilitator, one who listens to understand your philosophy, not just talking to you. At times it will be necessary for me to share my experiences to help you understand or further understand a concept, but for the most part we want our class to be engaging in discussion where the class members are responsible for an active exchange of the assigned information. I will not give you the answers, but I will supply you with the tools and skills that will facilitate learning, so that you may know how to find the answers after you leave the classroom.

Our aim is to ensure you are completely competent to go forth and PROSPER!

COURSE DESCRIPTION

Welcome to Leadership in Organizations! As a strategic leader, I spent most of my years in business as a situational leader, as well as having the academic background in leadership. This class will be full of readings, videos, narratives, guest lectures, and exercises all geared toward helping the student understand the elusive and critical role of leadership in and out of organizations. The aim is to run the class like a seminar, with an informal meeting atmosphere, sharing and discussing ideas, thoughts, and experiences from these sources.

This is your class. As the days evolves, we will seize other opportunities, as they present themselves, that add value to your learning. My expectation of you is that on occasions you will lead the discussions, challenge your minds to think and articulate your answers and comments just as you would in a business environment. I trust you to make all these lectures memorable. If you are unable to attend an assigned lecture you will be required to write a 1-page paper outlining your independent research of the missed topic and send it to our email address at the top of this syllabi.

Please note that this syllabus SHOULD change. It is an evolving process, just as your professional life will be, based on interests, world events, and our progress. Should this

Calendar of Exciting Events!

TRAINING AGENDA BUILDING YOUR PROFESSIONAL ESTEEM

SESSION 1

Session 1: Introduction

Session 2: The Professional Leader

- Lead for results • Industry influence • Build networks • Effectively resolve conflict

Session 3: The 9 Traits That Define Great Leadership
Personality Traits of the Professional

SESSION 2

Session 4: How to build an image of professionalism and credibility
4 key factors in professionalism

Session 5: 10 ways to build self-esteem and confidence
• Build Self-Assurance vs. Self-Confidence

SESSION 3

Session 6: How to protect yourself against burnout
• How to control your anxiety

Session 7: Essential Qualities that Define Great Leadership
• Credibility • Influential • Engaging • Confidence

SESSION 4

Session 8: Balancing Change - Freezing & Unfreezing
• Driving and Restraining Forces of Change

CLOSING 5

Session 9: Review of core classwork with videos, discussions, and take-aways

RECOMMENDED BOOKS

How to Win Friends and Influence People, Carnegie http://www.amazon.com/How-Win-Friends-Influence-People/dp/0671027034/ref=sr_1_1?ie=UTF8&qid=1389540255&sr=8-1&keywords=win+friends

Self-Handicapping Leadership, Decker and Mitchell, www.ftpress.com
Search Self-Handicapping; Create an account to order the book, and then use Code: SELFHANDICAPPING40 to get a 40% discount.

Give and Take, Grant
http://www.amazon.com/Give-Take-Revolutionary-Approach-Success/dp/0670026557/ref=sr_1_1?ie=UTF8&qid=1389540209&sr=8-1&keywords=ADAM+GRANT

STUDENT PREPARATION

You must come to class prepared for each day's discussion. To do this, please bring two questions or comments from each previous day's teaching, as they relate to our learning goals, to class with you. This class is an interactive discussion among students and the instructor (just like an organization).

You will be expected to speak knowledgeably about topics we have addressed in class, including the financial, global, ethical, and human aspects of the topic.

This course conflict management and mediation course is created to teach those willing to create a safe and sustainable future, by managing and resolving conflicts with one another. Our most pressing global challenges we face today require that we show skillfulness in engaging with each other, recognizing how we can creatively approach our interdependent goals to create new opportunities for a better future.

There are both substantive and procedural ways that this course is infused with the theme of sustainability. Reading materials and assignments will be handled entirely through electronic means.

ATTENDANCE AND PARTICIPATION

You are expected to attend all classes for this course, be prepared, and be on time. The class is built around your being in attendance and engaged in class activities, exercises and discussions. It is each student's responsibility to attend all sessions in order to receive your non-credited certification.

If you are absent for two or more consecutive class sessions due to a legitimate excuse, you are required to submit a letter signed by a person in a position to make an authoritative determination as to the validity of the absence, including the phone number of the individual who signed, and presented to GSFL prior or upon returning to training sessions. GSFL reserve the right to contact the person who signed your letter to check on the validity of the content and authority of the letter. These are the only situations in which you will be allowed to reschedule your course. If you fail to comply, no refunds are given for missed sessions or making up of missed sessions.

Students who miss class are responsible for obtaining all material and information that they missed. This includes any changes to the schedule that are announced in class.

ACADEMIC INTEGRITY

GSFL expects all students to uphold intellectual honesty in their academic work. In this class, it is essential that you demonstrate honor in maintaining the confidentiality of the role specific information for course role play exercises.

Necessary Things:

1. Turn off your cell phone and use mobile devices **ONLY** for class work. No vibrating, ringing, lighting up, watching TV etc. Be engaged in the class discussion.
2. Get the notes from a class member if you miss class. Most notes come from class discussion, not me, so I am your worst source of information.
3. Turn in all assignments by the beginning of class on the required day. Late assignments or make up exams are only accepted with prior instructor approval or by instructor approval within 24 hours in case of a documented emergency.
4. E-mail or provide face-to-face communication for important matters regarding class.
5. ASK class questions in class to benefit all the students.
6. Make an appointment if you need to discuss something important so we have time set aside with no interruptions.