

WORKNC-3L: LEADERSHIP ESSENTIALS: WHAT EMERGING LEADERS NEED TO KNOW

Effective Term

Fall 2025

CC Approval

03/07/2025

AS Approval

03/13/2025

BOT Approval

03/20/2025

COCI Approval

05/22/2025

SECTION A - Course Data Elements
CB04 Credit Status

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Vocational (short-term): Noncredit (Specific Degree and Professional Experience)	

Subject Code

WORKNC - Work Experience Noncredit

Course Number

3L

Department

Work Skills Noncredit (WORKNC)

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Leadership Essentials: What Emerging Leaders Need to Know

Short Title

Leadership Essentials

CB03 TOP Code

0506.00 - *Business Management

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

Rationale

Course updated due to renumbering.

SECTION B - Course Description

Catalog Course Description

This course is designed to acquaint students with the essential characteristics of new and emerging leaders. The roles, functions, and responsibilities of a leader will be examined, as well as professionalism, coaching and mentoring.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

Yes

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

Pass/No Pass Only

Allow Audit

No

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

9

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Hybrid	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Compare and contrast the roles, functions, and responsibilities of a leader.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Examine the stages of change in order to identify the tools necessary to lead people through the resistance stage of change.

Course Content

1. Essentials of Leadership
 - a. Definition of a leader
 - b. Sacrifices and rewards
 - c. Roles, functions, and responsibilities
 - d. Assess the various characteristics of a good leader.
 - e. Compare and contrast the roles, functions, and responsibilities of a leader.
2. Professionalism
 - a. Appearance and grooming
 - b. Manners and etiquette

- c. Actions and behaviors
- d. Communication and attitude
- e. Analyze various elements that contribute to professionalism in the workplace.
- 3. Leading employees toward performance
 - a. Why leaders don't delegate
 - b. Rules for effective delegation
 - c. Delegation diagnosis
 - d. Compare and contrast the roles, functions, and responsibilities of a leader.
- 4. Leading through organizational change
 - a. The stages of change
 - b. Denial
 - c. Resistance
 - d. Exploration
 - e. Commitment
 - f. Examine the stages of change in order to identify the tools necessary to lead people through the resistance stage of change.
- 5. Coaching and Mentoring
 - a. Distinguish between coaching and mentoring
 - b. Elements of successful coaching
 - c. Types of coaching
 - d. Differentiate between the tools needed as a leader to coach and mentor employees

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Group Work	Individual and group problem solving
Discussion	Case analysis
Activity	Role playing and classroom simulations

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Portfolios	Journal Completions
Projects	Action plans

Assignments

Reading Assignments

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

Writing Assignments

1. Written case analysis
2. Action plan
3. Multiple worksheets handed out in class
4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Joseph Grenny, Kerry Patterson, David Maxfield, Ron McMillan, and Al Switzer

Title

Influencer: The New Science of Leading Change

Edition/Version

2nd edition

Publisher

McGraw Hill

Year

2013

ISBN

978-0071808866

Course Codes (Admin Only)

ASSIST Update

No

CB00 State ID

CCC000639376

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

J - Workforce Preparation Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No