**Phillips**

**Professional Leadership Development**

**Syllabus**

Course Description:

The purpose of this course is to help students develop leadership skills necessary for success in business and industry. Concepts for the course include goal setting, motivation, team building, time management, problem solving, conflict resolution, communication, ethics, and diversity

Grades:

Student’s nine week grades will be determined by averaging the class work (40%), projects (20%) and test (20%) and professionalism (20%). The semester grades will be determined by counting each semester grade (40%) and the semester exam (20%). Final Grade is determined by averaging semester 1 (50%) and semester 2 (50%).

Rules:

1: Don’t disturb the learning process

2: No eating/drinking in class

3: Follow all other rules and regulations found in the student code of conduct

4: No phones should be out or active

We will use the book along with various virtual simulations, online assignments and projects. All of these can be found on my website www.STPhillips.weebly.com or on my virtual Canvas class. Some of the simulations we use require headphones. If you have headphones, please bring them. The use of headphones is only authorized in my class and only for the online simulations. If you use them outside of my class or besides for the simulations, discipline action will ensue. If you choose not to bring headphones, there is a closed caption option in the assignments.

Be one time. Show up to class on a regular basis.

All disciplinary procedures are outlined in the Student Handbook. Please read over these rules and the Attendance Policy carefully. Classroom rules are posted in the classroom.

Course Outline:

Quarter 1: EverFi (computer/lab safety), Self Esteem, Development, Attitude, Image (Ch. 1-4)

Quarter 2: Communication, Messaging, Coworkers/Supervisors, Conflict, Meetings (Ch. 5-9)

Quarter 3: Work Skills, Customer Focus, Diversity, Ethics (Ch. 10-13)

Quarter 4: Developing Leaderships Skills, Jobs, Careers (Ch. 14-16)

Outline is dependent on many variables and is subject to change