**BARTON COUNTY COMMUNITY COLLEGE**

**FORT RILEY CAMPUS**

**COURSE SYLLABUS**

**SEMESTER YEAR**

**I. GENERAL COURSE INFORMATION**

Course Number: LEAD 1002

Course Title: Leadership and Management Seminar I

Credit Hours: 3 Credit Hours

Prerequisite: None

Division and Discipline: Humanities Division /Leadership

Course Description: This course is a leadership and management Seminar/Workshop. It is designed to enhance the productivity and effectiveness of the civilian management team on Fort Riley Kansas. The workshop seminars content was designed under the guidance of the Fort Riley Garrison Staff and is tailored to specific needs of the installation. The Leadership & Management Seminars are designed to target three specific skill sets as articulated by the current needs of the Fort Riley Garrison. This course is taught by a team of instructors and incorporates subject matter guest speakers from the Fort Riley Garrison. The seminars are offered in levels I, II and III.

**II. CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education.  The college assumes that its students and faculty will demonstrate a code of personal honor, which is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct, which is detrimental to the College’s educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated.  Learn the rules of and avoid instances of intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services and the instructor. Additional information about academic integrity can be found at the following link:

<http://academicintegrity.bartonccc.edu/>

Please visit the BCC Fort Riley website at [http://fr.bartonccc.edu](http://fr.bartonccc.edu/)

Specific college policy and notices concerning:  Non-Discrimination, Civil Rights Act of 1964, (FERPA) Family Educational Rights and Privacy Act, Sexual Harassment, Academic Clemency Policy, and Academic Suspension.

***Student grievance procedure:***

Barton Community College policy is to secure, at the lowest possible level, equitable solutions to problems which may arise during the conduct of our LSEC, College, BSEP or Bartonline academic programs.  Student academic concerns that cannot be resolved with the course instructor should be directed to Gene Kingslien (LSEC/BSEP/FAST), 785-784-6606 ext 710 or email [kingslieng@bartonccc.edu](mailto:kingslieng@bartonccc.edu) (Gene Kingslien, Dean Fort Riley).  For student service issues please contact  Reynald Domingo, Assistant Dean of Fort Riley Support, [domingor@bartonccc.edu](mailto:domingor@bartonccc.edu)  or 785-784-6606 ext 728.

**Kathy Bassett, Workforce Development Program Manager, Building 8388 Room 110   
Fort Riley, KS 66442 is the Point of Contact for Civilian Employees and coordinator of activates between Barton and the Garrison of Fort Riley: 785-239-2205**[kathlene.k.bassett.civ@mail.mil](mailto:kathlene.k.bassett.civ@mail.mil) **.**

**III. COURSE AS VIEWED IN TOTAL CURRICULUM**

The Leadership and Management Seminar I is not an integral part a specific Barton Degree plan. The course is targeted to specific workplace skills as articulated by the Fort Riley Garrison Command Group. Seminar I is the first of three leadership and management courses. Seminar I is designed to cover the following topics in relation to the Fort Riley environment and mission:

Critical Leadership Skills

Coaching and Counseling

Time Management

Motivation – Dealing with People

Assertiveness – Taking Charge, Accountability and Responsibility

Team Management

The Seminars are targeted to the specific needs of the Fort Riley civilian workforce and may not transfer to or fit degree requirements at Kansas Four-year institutions.

Students shall assume the responsibility to obtain relevant, current information from their intended transfer institutions during their tenure at BCCC to ensure that they enroll in the most appropriate set of courses for the transfer program.

**IV. ASSESSMENT OF STUDENT LEARNING/COURSE OUTCOMES**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

1. *Develop a fundamental understanding of Critical Leadership Skills manifest in effective leaders.*
2. *Understand the Manager and Leaders role as a Coach, Mentor and Counselor.*
3. *Articulate how time management is a critical leadership skill.*
4. *Motivate the work force through creation of a collaborative environment the channels individual differences.*
5. *Relate the concept of Assertiveness to successful management and leadership.*
6. *Use Team Management Concepts to enhance mission accomplishment.*

**OUTCOMES/COMPETENCIES**

1. ***Develop a fundamental understanding of Critical Leadership Skills manifest in effective leaders.***
   1. Define the nature of leadership.
   2. Assess Leadership Styles and Assumptions.
   3. Explain three basic leadership theories – Maslow, McGregor, In/Out Group.
   4. Compare and contrast leadership styles – Authoritarian, Participative, Delegative.
   5. Explain situational leadership theory.
   6. Explain the Ten Mistakes Usually Made by New Supervisors
2. ***Understand the Manager and Leaders role as a Coach, Mentor and Counselor.***
   1. Define the Concepts of Coach, Mentor and Counselor as used in organizational leadership.
   2. Apply a Coaching Model.
   3. Use coaching to Motivate Employees.
   4. Apply mentoring techniques.
   5. Heighten productivity through counseling.
3. ***Articulate how time management is a critical leadership skill.***
   1. Describe the link between effective time management and effective leadership.
   2. Describe three time management factors that impact on leadership.
   3. Identify time management theories or concepts.
   4. Explain the impact of leader/manager time management on the general health of an organization.
4. ***Motivate the work force through creation of a collaborative environment the channels individual differences.***
   1. Identify habits that inhibit collaboration.
   2. Build rapport and break down barriers to collaboration.
   3. Identify “difficult people”.
   4. Minimize the effects of negative behavior.
   5. Understand the concept of “triggers”.
   6. Mange emotions and maintain composure under extreme or hostile circumstance.
5. ***Relate the concept of Assertiveness to successful management and leadership.*** 
   1. Define Assertive Leadership.
   2. Identify habits that inhibit collaboration.
   3. Build rapport and break down barriers to collaboration.
   4. Explain the concept of passive, assertive and aggressive communication.
   5. Use assertiveness techniques to motivate team members.
   6. Describe techniques to achieve assertive leadership behavior.
   7. Identify traits or behaviors that reduce assertiveness.
   8. Relate delegation and assertive leadership.
6. ***Use Team Management Concepts to enhance mission accomplishment.***
   1. Describe the role of the leader in directing teams.
   2. Identify specific “Techniques” to maximize team productivity.
   3. Describe the forces of trust and team dynamics.
   4. Distinguish leadership from other forms of influence that affect group performance.
   5. Identify barriers to effective teamwork.
   6. Distinguish among homogenized, institutionalized, autocratic, and intentional groups.
7. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**
8. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
9. **REFERENCES**
10. **METHODS OF INSTRUCTION AND EVALUATION**
11. **ATTENDANCE REQUIREMENTS**
12. **COURSE OUTLINE**