**BARTON COUNTY COMMUNITY COLLEGE**

**FORT RILEY CAMPUS**

**COURSE SYLLABUS**

**SEMESTER YEAR**

**I. GENERAL COURSE INFORMATION**

Course Number: LEAD 1004

Course Title: Leadership and Management Seminar III

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 BCCC 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 III 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 III is the third of three leadership and management courses. Seminar III is designed to cover the following topics in relation to the Fort Riley environment and mission:

Process Management

Generational Differences

Conceptual Thinking

Strategic Planning

Mentor and Motivate

Self-Development

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 BCC 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.

Core Outcome:

1. Explain the key concepts of Process Management in relation to solving organizational goals and achieving mission success.
2. Discuss Generational Differences and the influence on the workplace.
3. Discuss Conceptual Thinking and inquiry as applied to management and leadership.
4. Describe the management concept of Strategic Planning.
5. Mentor and Motivate members of your team.
6. Understand the Employee Self Development Process for Fort Riley Kansas.

**OUTCOMES/COMPETENCIES**

1. ***Explain the key concepts of Process Management in relation to solving organizational goals and achieving mission success.***
   1. Define System and Process.
   2. Describe the problem of alignment.
   3. Identify the five-step plan for process improvement.
   4. Identify the seven key ingredients for successful improvement efforts.
   5. Use a flow chart to map a process.
2. ***Discuss Generational Differences and the influence on the workplace.***
   1. Define Generational Differences and categories.
   2. Identify the characteristics of generation groups.
   3. Enhance communication between generation groups.
   4. Adapt leadership to manage generation diversity.
   5. Attract, maintain and retain generation diversity in the workplace.
3. ***Discuss Conceptual Thinking and inquiry as applied to management and leadership.*** 
   1. Relate the “nine dots” to conventional thinking.
   2. Determine your thinking style.
   3. Explain how to break out of “paradigm” thinking.
   4. Articulate the danger of group think.
   5. Describe common “Idea Killers”.
   6. Use brain storming techniques.
4. ***Describe the management concept of Strategic Planning.*** 
   1. Define Strategic Planning.
   2. Provide examples of Vision and Mission Statements.
   3. Explain the importance of Goals and Objectives in relation to the strategic plan.
   4. Examine the impact of organizational values on the strategic plan.
   5. Maintain alignment in the strategic plan.
   6. Use the concepts of PDCA and DMAIC in Strategic Planning.
5. ***Mentor and Motivate members of your team.***
   1. Define and describe the process of mentoring.
   2. Create a plan for employee development.
   3. Improve the work place culture.
   4. Maximize team talents and strengths.
   5. Describe the value of written communications.
6. ***Understand the Employee Self Development Process for Fort Riley Kansas.***
   1. Identify Self Development Techniques and opportunities.
   2. List Self Development Opportunities that are available in the local community.
   3. List Development activities that are sponsored by the Fort Riley Garrison.
7. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**