

Course Syllabus – Leadership Development Course

Instructor: Wes Tindal

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Class Times: Thursdays, times vary

Phone: 407.579.9105

Location: Valencia Classrooms

Course Description: This course is based on the book, *Leadership*, by Rudolph Giuliani as well as the collaborative work of Jim Kouzes and Barry Posner, *The Leadership Challenge*. Students will explore the main themes of both these literary works in an interactive and thought-provoking class that will provide a foundation of skills and techniques to equip them as they move into leadership roles.

Class Schedule (for Group A and Group B as indicated)

- Class 1 **Management vs. Leadership (in person)**
- Differences between management and leadership
 - Satisfaction vs. engagement
 - Being your own person
 - Communicating as a leader
 - The importance of allegiances
- Class 2 **Defining Leadership (online)**
- The evolution of leadership
 - Leadership traits, skills and characteristics
 - Three theories of leadership
- Class 3 **Social Media and Leadership (in person)**
- Social media and leadership
 - Selling as a Leader
- Class 4 **Purpose, Prepare and Communicate Strong Beliefs (in person)**
- Vision, Mission, and Value Statements
 - Purpose and Diversity
 - Origins of strong beliefs and how we communicate them
 - Exam review
- Class 5 **Leadership Exam 1 (online)**
- Class 6 **Under Promise and Over Deliver (in person)**
- Managing results and expectations
 - Organize around a purpose
 - Visualize how to solve a problem

- Delegation and staffing

Class 7 **A Personal Inventory (in person)**

- The 5 key elements of The Leadership Challenge
- Ethical leadership
- Building an ethical culture
- Accountability in leaders

Class 8 **Servant Leadership (in person)**

- Defining Servant Leadership
- Identifying characteristics of servant leaders
- Becoming a servant leader and the obstacles we encounter
- Exam review

Class 9 **Leadership Exam 2 (online)**

Class 10 **Team Engagement: A Leader's Perspective (in person)**

- Workplace well-being
- Empathetic leadership
- Final project presentations

Class 11 **Networking and Wellness (in person)**

- How to be successful at Networking
- Personal branding
- Defining Wellness
- Creating a sense of balance
- Guest speaker

Class 12 **Behavioral Interviewing (online)**

- Defining Behavioral Interviewing
- How to be successful at behavioral interviewing
- Exam Review

Class 13 **Leadership Exam 3 (online)**

Class 14 **Resume Review (Japanese Students ONLY)**

- How to build a professional resume
- The components of a resume
- Writing Objective and/or Summary Statements
- *For this session, ALL students will need to come with a laptop/tablet with their resume loaded or a paper copy of their resume. A review of each student's resume along with tips on improvement including content and layout. This session is based on best practices for US resumes.*

Class 15 **Resume Review Continuation (Japanese Students ONLY)**

- How to build a professional resume
- *For this session, ALL students will need to come with a laptop/tablet with their resume loaded or a paper copy of their resume. A review of each student's resume along with tips on improvement including content and layout. This session is based*

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on best practices for US resumes.

Methodology:

This class will help to prepare students to recognize the traits and skills that will be required as they progress to becoming leaders in an organization. It is based on the findings of Rudolph Giuliani who at the time was the mayor of New York City during the September 11, 2001 terrorist attacks. He has been recognized as leading the city through incredibly trying times and heralded as a world-class leader by George W. Bush, former President of the United States. Additionally, students will be exposed to the concepts of Kouzes and Posner through their work, *The Leadership Challenge*, which is still recognized as one of the leading books on the philosophy of leadership.

Grading Standard:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

Student Evaluation:

50% = Exams 1, 2 and 3

25% = Group Leadership Activity

25% = Attendance

100%

*The expectation is that ALL students will participate in class which includes being actively involved in both classroom and group discussions, answering questions, offering feedback and opinions, and being actively engaged in the learning process.

Students must obtain a “D” or better to pass this course.

Student Learning Outcomes:

Students will be able to:

- Understand the skills and traits required of leaders. These will be reinforced throughout the semester and will be based on the students’ knowledge of world leaders as well as those of Fortune 500 companies.
- Define the difference between Vision, Mission, and Value Statements. Understanding the power of these 3 simple components for any business operating today.
- Update their current resume to make it more relevant for today’s marketplace, especially in the US.
- Develop critical thinking skills to determine how to handle challenges that leaders face in today’s working environment.
- Refine networking and behavioral interviewing skills in order to make an impact on others.
- Understand the importance of wellness in their life and how it’s not just diet and exercise.

Attendance Policy:

- Timestamp, initials and roll call
- Roll call will be taken 5 minutes after the scheduled start of class. Anyone not present at the roll call is considered late.
- You will be required to attend every class. An excused absence is only permitted with a doctor’s note.
- No more than 1 unexcused absence
 - 1 unexcused absence = Academic Warning 1
 - 2 unexcused absences = Academic Warning 2

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- 3 unexcused absences = termination from the program
- Talk to your instructor if you will be absent. Communication is KEY!
- Late Policy
 - 5 or more minutes =1 TARDY
 - 4 TARDIES = 1 Absence
 - Tardies are counted at the beginning of class and after the break

Academic Integrity

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

Students may be subject to both the Student Code of Conduct and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and non-academic regulations.

Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.

Unauthorized use of ChatGPT is considered cheating and/or plagiarism according to [Valencia's Academic Dishonesty Policy](#), which states "All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged."

Classroom Policies:

- Do not talk while the professor is lecturing or when other students are speaking
- Attendance is Required
- Be Prepared - Bring your workbook and writing materials to every class
- Be well-rested and alert. Be prepared to contribute to the class
- No ELECTRONICS are allowed during class (Cell phones/Laptops/Tablets) with the exception of using them for translation purposes which is up the discretion of your instructor.
- Online class expectations. Zoom links found via Canvas:
 - Camera on the entire class
 - Attendance and participation is expected!