Leadership and Service

Career Cluster	Foundational
Course Code	22101
Prerequisite(s)	No
Credit	.5
Program of Study and Sequence	Foundation course
Student Organization	SkillsUSA, FBLA, FFA, HOSA, FCCLA, DECA
Coordinating Work-Based Learning	Field Trips, mentorships
Industry Certifications	National Career Readiness Certificate
Dual Credit or Dual Enrollment	No
Teacher Certification	Any certified CTE teacher
Resources	http://nylc.org/standards, ASCA National Standards

Course Description:

Students will be able to identify leadership characteristics, practice teamwork, and improve their use of soft skills while in the workplace or in environments which strengthen the community.

Program of Study Application

Leadership and Service is a foundation course that is intended to precede further studies at the career cluster and career pathway levels.

Course Standards

Indicator # LS 1   **Investigate skills for leadership in the workplace and community.**

Webb Level	Sub-indicator	Integrated Content
Two Skill/Concept	LS 1.1 Examine characteristics, leadership styles, and habits of leaders • Develop a list of characteristics of effective and ineffective leaders. • Select a leader that you admire and write a biographical sketch that describes the leadership characteristics, style, and habits of that person. • Analyze personal leadership characteristics, styles, and habits, and how these differ in a face-to-face versus a virtual workplace.	
Two Skill/Concept	LS 1.2 Demonstrate understanding of organizational structure and meeting protocol • Conduct an effective business meeting • Produce appropriate meeting reports • Use social media to lead a meeting	
Two Skill/Concept	LS 1.3 Compare and apply strategies for management of self and/or teams • Perform a personal goal setting exercise • Participate in team building activities	
Two Skill/Concept	LS 1.4 Define the importance of being a good follower	
Three Strategic Thinking	LS 1.5 Determine how career and technical student organizations can provide leadership and service experiences	

Notes:

Indicator # LS 2   **Demonstrate standards of effective communication.**

Webb Level	Sub-indicator	Integrated Content
Two Skill/Concept	LS 2.1 Use effective oral and written communication techniques • Develop and deliver an oral presentation on a topic of interest to a specific group. • Compose a professional email. • Leave a professional voicemail.	

Notes:

Indicator# LS 3   **Summarize standards of behaviors in leadership situations**

Two Skill/Concept	LS 3.1 Develop social skills in a professional setting • Demonstrate proper eating etiquette through participation in a dining experience. • Illustrate appropriate dress for specific situations. • Use technology to illustrate a professional image.	
Two Skill/Concept	LS 3.2 Practice standards of professional communication • Develop and deliver an oral presentation on a topic of interest to a specific group. • Compose a professional email and leave a professional voicemail.	
Two Skill/Concept	LS 3.3 Summarize standards of ethical behavior in leadership situations • Recognize how ethical standards affect various organizations.	
Two Skill/Concept	LS 3.4 Categorize skills and behaviors that contribute to success in the workplace • Discuss how personal character traits impact work relationships. • Interview employers on their views related to intra-office relationships.	
Two Skill/Concept	LS 3.5 Examine appropriate use of social media in personal and professional settings • Identify different types of social media, and list purposes and risks involved with each.	

| Three Strategic Thinking | LS 3.6 Demonstrate understanding of career and technical student organizations and their roles in preparing future leaders

• Prepare a presentation on a career and technical student organization.
• Organize a class mini chapter for a career and technical student organization.
• Develop a Program of Work appropriate for a career and technical student organization.
• Plan, implement and evaluate activities from an organization's program of work | |

Notes:

Indicator # LS 4   Understand the importance of diversity and mutual respect.

Webb Level	Sub-indicator	Integrated Content
One Recall	LS 4.1 Identify different points of view to gain understanding of multiple perspectives	
Two Skill/Concept	LS 4.2 Develop interpersonal skills in conflict resolution and group decision-making	
Two Skill/Concept	LS 4.3 Recognize stereotypes and explain their possible effects • Bring in speakers with diverse backgrounds	

Notes: