COMMON COURSE OUTLINE: Course discipline/number/title: SMGT 1115: Strategies for Personal Leadership

A. CATALOG DESCRIPTION
   1. Credits: 3
   2. Hours/Week: 3
   3. Prerequisites (Course discipline/number): None
   4. MnTC Goals (if any): NA

   In this course students will learn foundational skills in leadership development. Students will learn their strengths and behavioral tendencies and how to best apply these in their work environment. Students will learn practical tools to manage time, develop habits to increase personal productivity, create an individual time management plan and demonstrate interpersonal skills in workplace situations. Students will learn to effectively manage priorities, learn to set goals, develop daily and weekly action plans, handle interruptions, delegate, and determine the relative effectiveness of traditional time management tools. Students will identify and demonstrate specific skills such as giving and receiving effective feedback, gaining support from others, and expressing ideas effectively. Focus will be on the practical application of skills for supervisors to increase personal and professional effectiveness and develop strong professional relationships.

B. DATE LAST REVISED (Month, year): November, 2015

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Self-awareness
   2. Interpersonal skills in the workplace
   3. Goal setting and productivity measures
   4. Planning strategies and outcome measures
   5. Communication and crucial conversations
   6. Time Management and delegation strategies

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Identify and apply personal strengths in a work environment.
   2. Identify the impact of paradigms, principles and values on one’s life.
   3. Demonstrate time management techniques.
   4. Explain how the communication process works and the components that will cause a supervisor to be successful in the workplace.
   5. Demonstrate models of effective feedback.
   6. Interpret and analyze methods of non-verbal communication.
   7. Identify the importance of time management, the role of delegation and the strategies for success.
   8. Demonstrate understanding of the importance of goal setting, planning and prioritization personally and within an organization.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   Faculty may include any or all of the following methods of evaluation
   1. Objective and short answer tests
   2. Individual projects
   3. Group projects
   4. Reflection journals
   5. Skill performance
   6. Application papers

G. RCTC CORE OUTCOME(S) ADDRESSED:
   - Communication
   - Critical Thinking
   - Global Awareness/Diversity
   - Civic Responsibility
   - Personal/Professional Accountability
   - Aesthetic Response

H. SPECIAL INFORMATION (if any): None