

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. Other requirements:
5. MnTC Goals (if any): NA

B. COURSE DESCRIPTION: This course introduces students to the foundational concepts of personal leadership. The ability of the student to identify their personal leadership qualities and then apply these to their role are core elements in becoming a successful leader and supervisor in the workplace. Topics covered in the course include the following: identifying personal strengths and behavioral tendencies, interpersonal oral communication skills, priority management, and mindfulness practices. As a result of this course, students will develop a personal leadership philosophy and learn to increase personal and professional leadership effectiveness.

B. DATE LAST REVISED (Month, year): February, 2022

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Personal strengths and behavioral tendencies
2. Oral communication skills in the workplace
3. Priority and time management tools
4. Effective delegation strategies
5. Mindfulness in the workplace
6. Personal leadership philosophy

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Apply personal strengths in the workplace.
2. Explain successful oral communication processes and strategies.
3. Demonstrate effective priority management tools.
4. Analyze the link between personal leadership and effective supervision.
5. Research mindfulness practices.
6. Develop a personal leadership philosophy.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but not limited to:

1. Written assignments
2. Exams and quizzes
3. Portfolio of projects
4. Presentations
5. Participation

G. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s): Personal and Professional Responsibility. Students will take responsibility as active learners for achieving their educational and personal goals.

H. SPECIAL INFORMATION (if any): None