LEADERSHIP

Tuesday & Thursday-3:30-4:45PM-584(001) & 5:30-6:45P-584(300)

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TEXT:

Leadership
In the 21st Century
A Guide for MGMT 403
John M. Lenti - Patrick D. Hanly
Copies are $28.00 at UNIVERSAL COPIES, 631 Main St, Columbia, SC 29201

*** Courage to Lead
Charlie Farrell

*** DiSC Classic: Personal Profile System 2800, Version 9.0
Inscape Publishing, Inc, 2001 ***

Course OVERVIEW:

You will not walk out of this class at the end of the semester as a “Leader”. In fact, you may be disappointed when you see how far you have to go to realize what you have to do in becoming an effective leader. You, those who choose to complete the tasks required to be called a “Leader” are just starting a long never ending journey. Becoming a leader is a rigorous endeavor that needs you to know yourself, your people, your organization, its mission and everything that impacts on their success.

Some like to describe the process as having three parts: education, training, and development. The first word is what this course is about, education. By its very nature, education starts in the traditional classroom for most of us. You have an instructor, texts, additional resources, tests and grades. The desired outcome of this class is an increased knowledge about leadership. We will discuss different models, some theories and the research that supports those theories, and how different leaders use a variety of these ideas to achieve success in business, on the athletic field, on the battlefield and in life. You will also be exposed to the character, skills and values that leaders, present and past, ascribed to in the pursuit of their goals. However, this does not mean YOU will have those skills or share those values.

The continuous focus and the culminating event of this course will be to develop your own Career Leadership Plan. This encompasses extensive self analysis and should incorporate all the characteristics of leadership discussed in the course. The course
includes a number of self assessments that are designed to give the aspiring leader insight into their personal leadership skill sets. Additionally, the course will examine the role of training as the next step for the serious leader and the part that organizations play in providing new leaders with the development activity needed to move the process to the next level. This is where you put personal insight together with the challenge to see if you have the “Right Stuff”. This means you not only have the intellectual but the physical, psychological and moral fiber (character) to overcome all obstacles.

As the course continues, you will experience exposure to the traits, characteristics, motives and behaviors of successful leaders. Tied to your life experiences and aspirations, you will be able to develop a personal long term Career Leadership Plan. You will have an opportunity to identify personal strengths and weaknesses. You should examine each of the self-diagnostics; evaluate the scores in light of current life experiences; reflect on those challenges you already have faced, the outcomes and the strengths and weaknesses you saw in yourself. Now you can, with the knowledge developed in the course and the resources available, develop your plan for becoming a successful leader of tomorrow.

**COURSE REQUIREMENTS: GRADES**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Values Essay</td>
<td>5%</td>
<td>14 Feb</td>
</tr>
<tr>
<td>QUIZ</td>
<td>10%</td>
<td>7 Mar</td>
</tr>
<tr>
<td>CLP Outline</td>
<td>5%</td>
<td>19 Mar</td>
</tr>
<tr>
<td>Resume</td>
<td>5%</td>
<td>29 Jan</td>
</tr>
<tr>
<td>Self Assessment Score Sheet</td>
<td>5%</td>
<td>23 Apr</td>
</tr>
<tr>
<td>Participation (5-5-5’s, participation &amp; attendance)</td>
<td>30%</td>
<td>All semester</td>
</tr>
<tr>
<td>Project (Career Leadership Plan)</td>
<td>40%</td>
<td>25 April</td>
</tr>
</tbody>
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***** SALVATION ………AS NEEDED ………. SEE BELOW ………..*****

**ADMINISTRATIVE REQUIREMENTS:**

It’s critical to your own success that you carry and use the guide as you attend every class. However, if there is an emergency, personal or at work, email me with the general nature and length of absence. It WILL NOT excuse you from the course material and there are NO make up quizzes, except for extraordinary circumstances. The Instructor will evaluate the circumstances, as required. Additionally, there may be opportunities for additional credit, SALVATION, in very unique circumstances, AS DETERMINED BY THE INSTRUCTOR.

Your **Career Leadership Plan** is due the last day of class, 25 April. It will be typed, double spaced and ten (10) typewritten pages long. A general format will be provided to you. This process should include the outcome you are looking to achieve (the Vision and Mission) as well as the way you plan to achieve this (your Goals). I suggest that you, initially, evaluate your strengths and weaknesses as you see them from the series of self assessments you take. Once identified (think SWOT), I recommend that you take the remedial actions needed to reduce your weakness and continue to build on your strengths. Later once you’ve joined the working world, seek out opportunities to develop your
leadership experiences that play to your strength and will achieve the goals of your 
**Career Leadership Plan (CLP)**

**Outside Reading Assignment:**
In addition to “Courage to Lead” by Charlie Farrell, each of you must pick a book to read that deals with LEADERSHIP. I’ll provide a list of books for you to look at and make a choice. You won’t be limited to that list but anything from another source must be approved by me.

**The triple –nickel (5-5-5) presentation:**
Each of you will make a 5 minute, 5 PowerPoint slide, 5 Key Points presentation on the book you pick. The presentation format is as follows:
1. **Intro slide** – Take a deep breath and state who you are and what you’re going to tell us, what you read and who (a little about the author) wrote it.
2. **General overview of the book** – give the BIG PICTURE on Content and Author
3. **5 Key points** from the book – what struck you as critical?
4. **Why should / shouldn’t we read it.** Convince us…
5. Closing: tell us what you told us; ask for questions, breath….

**N.B.**
- Yes, you must have your own **Guide to MGMT 403** no exceptions. (Building your Leadership library. **($28.00 at Universal Copies)**
- As the course instructor, I am also available as a **coach** in your developmental leadership process. That means not only am I responsible for teaching but, when asked, provide you constructive feedback, suggested solutions to issues, perspective and dialogue on how to become a more effective leader. This will be done by email, our contact in the classroom and office (Room 781) appointments.

*** **Courage to lead** and the DiSC Classic Profile System are to be purchased, with cash, by each student. The COMBINED cost for both publications is **$20.00**. Payment is due on 19 or 21 March ***

- ***** **SALVATION:** Everyone can have a bad day. Leaders do but are able to recognize it and fix the problem ASAP. If you have one of these days in class there is a method of fixing the situation. Points can be redeemed after a short presentation on a subject from my cache of leadership topics. *****
**CLASS SCHEDULE**

*Tuesday & Thursday - 3:30-4:45PM (001) & 5:30-6:45PM (300)*

1. 15 January – Introduction (Eulogy Ex. & 5-5-5’s list distributed)
2. 17 January – Nature & Importance of Leadership;
   Courage to Lead. & DiSC $20.00 due.
3. 22 January - Eulogy Exercise Day 1 “We are gathered here today...”
4. 24 January – Eulogy Exercise Day 2 “We are gathered here today...”
5. 29 January - Resumes, Interviewing and Closing the deal
6. 31 January - Charismatic & Transformational Leadership
7. 5 February – Traits, Motives & Characteristics of Leadership
8. 7 February – Leadership Behavior, Attitudes & Styles
   (last call: 5-5-5’s)
9. 12 February – Emotional Intelligence
10. 14 February – Ethics & Social Responsibility
    (Sheep, Sheepdogs & Wolves Essay turned in)
11. 19 February – Influence Tactics
12. 21 February – Teamwork
13. 26 February – Contingency & Situational Leadership
14. 28 February – Creativity & Innovation
15. 5 March – Motivation and Coaching
16. 7 March - QUIZ
17. 10-17 March------SPRING BREAK------ NO CLASS---------
18. 19 March - BAND OF BROTHERS – CLP outline turn in
19. 21 March – 5-5-5’s
20. 26 March – 5-5-5’s
21. 28 March – Guest Speaker: DiSC Self Assessment
22. 2 April – Guest Panel: “In Extremis Leadership”
23. 4 April - 5-5-5”s
24. 9 April – 5-5-5’s
25. 11 April – 5-5-5’s
26. 16 April – Guest Speaker: Entrepreneurial Leadership
27. 18 April – Guest Speaker: Women In Leadership
28. 23 April - Guest Panel: “HIGH Performing Teams
   • Self Assessment Score Sheets turned in
29. 25 April - Guest Speaker: Culminating Speaker
   • CLP Turn in

“Leadership and learning are indispensable to each other.” John F. Kennedy (1917 - 1963), speech prepared for delivery in Dallas the day of his assassination, Nov. 22, 1963.