MINDEDGE LEARNING

Leadership Syllabus

Delivery Method: *Online, Asynchronous*
Contact: support@mindedge.com
Prerequisites/Co-requisites: *None*
Required Texts and Resources: *MindEdge course bundle*

Course Description:
This online course teaches essential leadership skills to help learners stand out as a leader among their peers. The coursework discusses the theories of leadership and offers real-world practical explanations and definitions. Throughout five segments, learners will explore questions such as: What is leadership, and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? How can a leader achieve work-life balance? The self-paced course offers an assortment of interactive exercises, videos, case studies, and self-assessments that engage students and provide opportunities to practice leadership skills.

Topics covered in the course:

- Introduction to Leadership
- Body Language for Leaders
- Leading Teams
- Leading and Managing Change
- Leaders and Work-Life Balance

For any questions or concerns related to content, IT, and accommodations, please contact support@mindedge.com.

Students will have access to the course for 1 year. Completion of all components of the material will take approximately 22 hours. Students are able to self-pace their progress through the material, as all content is delivered online and asynchronously.

Grading:
Successful completion for the ACE CREDIT® designation is based on student performance on a final cumulative exam. The final exam is composed of **40 multiple-choice questions**. Students will have 1.5 hours to complete the exam.

If students do not earn a passing score of 70% on their first attempt, they will have the opportunity to take the exam **1 additional time (2 total attempts).** Students must wait 24 hours between exam retakes.

Honor Code:
At MindEdge, we believe in the power of online learning and the power of learners to improve their lives through education. We believe in the honesty and integrity of our learners and the ability of our courses to further competencies in critical subjects crucial to personal and professional development.

When taking MindEdge courses that may confer college credit equivalency, we use additional measures to ensure the integrity of end-of-course exams and projects. This includes the use of online proctoring software. End-of-course exams are those built in a self-contained MindEdge "course"—separate from the material used for learning review and study. It's expected that learners focus exclusively on the exam when taking the exam.

- Referencing the course materials used for learning is not permitted.
- Reviewing other course materials on separate devices or screens is not permitted.
- Working in tandem or communicating with others—either in your immediate proximity or via digital methods (text, chat, FaceTime, etc.)—is not permitted.
- Using alternate browsers or browser windows and search engines of any kind to aid in answering exam questions is not permitted.

The use of the proctoring software is to help ensure these activities don't happen. Learners are expected to abide by the proctoring process, including the verification of a learner's true identity as the registered exam taker by providing appropriate and valid identification.

Should the proctoring process raise any flags of suspicion on the items above, MindEdge will contact the learner with the information provided by our provider.

Should MindEdge have sufficient proof that the rules of this honor code were not followed, the learner will not have the opportunity to earn college credit or other continuing education units, as applicable. Any applicable fees paid to any party to take the course are not eligible for a refund of any kind.

Learning Outcomes
Course-level learning outcomes are listed below.

- Define leadership, and identify the essential leadership skills
- Recognize the role of leadership in setting the ethical tone for an organization
- Identify the major sources of work-life balance conflict
- Recognize strategies for managing and maintaining work-life balance
- Define organizational change, and discuss the various challenges organizational change presents to management
- Compare and contrast various change management models
- Describe the resistance to change within an organization and strategies a leader can use to address them

- Explain the role of communication in successful change management
- Recognize the key qualities and skills of a team leader
- Describe the various types of conflict, and summarize approaches for managing team conflict
- Describe how body language impacts leadership
- Recognize common body language cues
- Define active listening
- Discuss how understanding cross-cultural body language is an important tool for successfully managing a diverse workforce

Learning Objectives
Below, learning objectives are listed according to topic.

Introduction to Leadership
- Define leadership in simple terms according to this course
- Recall the major theories of leadership
- Differentiate between leadership, management, and administration
- Recognize the role of leadership in setting the ethical tone for an organization
- Identify the principles for building an ethical culture
- Recognize how leadership requires setting an ethical example
- Identify how leaders can deal with ethical lapses
- Recall the role of leadership during an ethical crisis
- Identify ethical principles to workplace scenarios
- Identify the seven bases for leadership
- Recognize why formal authority alone does not guarantee leadership
- Identify the nine key qualities for leadership
- Recognize ways to strengthen or develop those qualities in a leader
- Identify the five central skills needed for effective leadership, and identify ways to strengthen or develop those skills in a leader
- Describe the role of leadership in shaping an organization's culture

Body Language for Leaders
- Define leadership, and identify the essential leadership skills
- Describe how body language impacts leadership
- Identify basic body language cues
- Recognize body language that exudes warmth and empathy
- Describe how to be an inclusive leader through active listening
- Identify how charisma is conveyed through body language
- Recognize effective body language when negotiating
- Identify ways to use body language to debunk gender stereotypes
- Identify body language norms across various cultures
- Recall how to improve cross-cultural competencies
- Recognize effective body language during a videoconference

Leading Teams
- Identify the key characteristics and types of teams
- Recognize the benefits and challenges of empowered teams that leaders need to be aware of
- Identify differences in the primary and secondary roles filled by empowered teams and team leaders
- Recognize the key sources of motivation for empowered teams
- Define Tuckman's model of team development
- Recognize the key qualities and skills of a team leader
- Describe the value of using the "checklist for team leaders"
- Recognize the key qualities and skills of a team leader
- Recall the different approaches needed for leading virtual teams

Leading and Managing Change

- Recognize organizational change and the forms it can take
- Identify Kotter's Eight Step Process recommended for implementing change successfully
- Define Lewin's model of change, and describe its limitations
- Identify the factors a leader or manager can employ to promote change
- Recall the change initiative planning process
- Recognize the role of a leader in communicating change
- Identify methods to foster participation
- Identify the underpinnings of resistance to change and strategies to overcome it
- Recognize other models of change management (ADKAR, GE CAP, Cisco Change Roadmap)
- Match change management models to specific scenarios
- Define strategic change and mastering a changing environment

Leaders and Work-Life Balance
- Identify the major sources of work-life balance conflict
- Describe the myths about work-life balance—including the "make time later," division of labor, and "quality time" myths
- Identify strategies to achieve balance, including balancing by week, over a year, and via a short career
- Recognize ways to maintain work-life balance
- Recognize various strategies for managing stress and avoiding burnout
- Describe what defines personal fulfillment
- Identify those significant elements that play a role in a leader's life
- Identify nine ways of viewing life's choices

- Describe a Personal Work-Life Balance Plan