

# WORKNC-3L: LEADERSHIP ESSENTIALS: WHAT EMERGING LEADERS NEED TO KNOW

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**Effective Term**

Fall 2025

**CC Approval**

03/07/2025

**AS Approval**

03/13/2025

**BOT Approval**

03/20/2025

**COCI Approval**

05/22/2025

**SECTION A - Course Data Elements**
**CB04 Credit Status**

Noncredit

**CB22 Noncredit Category**

Workforce Preparation

**Discipline**

Minimum Qualifications	And/Or
Vocational (short-term): Noncredit (Specific Degree and Professional Experience)	

**Subject Code**

WORKNC - Work Experience Noncredit

**Course Number**

3L

**Department**

Work Skills Noncredit (WORKNC)

**Division**

Career Education and Workforce Development (CEWD)

**Full Course Title**

Leadership Essentials: What Emerging Leaders Need to Know

**Short Title**

Leadership Essentials

**CB03 TOP Code**

0506.00 - \*Business Management

**CB08 Basic Skills Status**

NBS - Not Basic Skills

**CB09 SAM Code**

C - Clearly Occupational

**Rationale**

Course updated due to renumbering.

## SECTION B - Course Description

### Catalog Course Description

This course is designed to acquaint students with the essential characteristics of new and emerging leaders. The roles, functions, and responsibilities of a leader will be examined, as well as professionalism, coaching and mentoring.

## SECTION C - Conditions on Enrollment

### Open Entry/Open Exit

Yes

### Repeatability

Unlimited - Noncredit OR Work Experience Education

### Grading Options

Pass/No Pass Only

### Allow Audit

No

## Requisites

## SECTION D - Course Standards

### Is this course variable hour?

No

### Total Instructional Hours

9

## Distance Education Approval

### Is this course offered through Distance Education?

Yes

### Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Hybrid	Permanent

## SECTION E - Course Content

### Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:

1. Compare and contrast the roles, functions, and responsibilities of a leader.

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Examine the stages of change in order to identify the tools necessary to lead people through the resistance stage of change.

### Course Content

1. Essentials of Leadership
  - a. Definition of a leader
  - b. Sacrifices and rewards
  - c. Roles, functions, and responsibilities
  - d. Assess the various characteristics of a good leader.
  - e. Compare and contrast the roles, functions, and responsibilities of a leader.
2. Professionalism
  - a. Appearance and grooming
  - b. Manners and etiquette

- c. Actions and behaviors
- d. Communication and attitude
- e. Analyze various elements that contribute to professionalism in the workplace.
- 3. Leading employees toward performance
  - a. Why leaders don't delegate
  - b. Rules for effective delegation
  - c. Delegation diagnosis
  - d. Compare and contrast the roles, functions, and responsibilities of a leader.
- 4. Leading through organizational change
  - a. The stages of change
  - b. Denial
  - c. Resistance
  - d. Exploration
  - e. Commitment
  - f. Examine the stages of change in order to identify the tools necessary to lead people through the resistance stage of change.
- 5. Coaching and Mentoring
  - a. Distinguish between coaching and mentoring
  - b. Elements of successful coaching
  - c. Types of coaching
  - d. Differentiate between the tools needed as a leader to coach and mentor emplo

**Methods of Instruction**

**Methods of Instruction**

Types	Examples of learning activities
Group Work	Individual and group problem solving
Discussion	Case analysis
Activity	Role playing and classroom simulations

**Instructor-Initiated Online Contact Types**

- Announcements/Bulletin Boards
- Chat Rooms
- Discussion Boards
- E-mail Communication
- Video or Teleconferencing

**Student-Initiated Online Contact Types**

- Chat Rooms
- Discussions
- Group Work

**Course design is accessible**

Yes

**Methods of Evaluation**

**Methods of Evaluation**

Types	Examples of classroom assessments
Portfolios	Journal Completions
Projects	Action plans

**Assignments**

**Reading Assignments**

- 1. Textbook
- 2. Current articles in newspapers, magazines, and business periodicals
- 3. Materials handed out in class

**Writing Assignments**

1. Written case analysis
2. Action plan
3. Multiple worksheets handed out in class
4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

**SECTION F - Textbooks and Instructional Materials**

**Material Type**

Textbook

**Author**

Joseph Grenny, Kerry Patterson, David Maxfield, Ron McMillan, and Al Switzer

**Title**

Influencer: The New Science of Leading Change

**Edition/Version**

2nd edition

**Publisher**

McGraw Hill

**Year**

2013

**ISBN #**

978-0071808866

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**Course Codes (Admin Only)**

**ASSIST Update**

No

**CB00 State ID**

CCC000639376

**CB10 Cooperative Work Experience Status**

N - Is Not Part of a Cooperative Work Experience Education Program

**CB11 Course Classification Status**

J - Workforce Preparation Enhanced Funding

**CB13 Special Class Status**

N - The Course is Not an Approved Special Class

**CB23 Funding Agency Category**

Y - Not Applicable (Funding Not Used)

**CB24 Program Course Status**

Program Applicable

**Allow Pass/No Pass**

Yes

**Only Pass/No Pass**

No