Western Continuing Studies

The Effective Leader

LEAD6201

Course Outline

Description:

The Effective Leader – This interactive course provides students with an overview of practical and proven leadership skills, traits, actions, and approaches. These key aspects of Effective Leadership will be examined and explored. Students will have opportunities to apply these learning opportunities to their personal and professional situations. Students will also explore vital leadership communication skills and will uncover dynamic leadership competencies. Most importantly, students will leave the course with a better understanding of how to apply various leadership styles to a variety of real-life situations. This interactive and engaging course will help students acquire key leadership skills, which they will further develop in later leadership courses.

Course Goals:

This interactive online course is designed to engage students in exploring and discovering how effective leaders engage and help others develop their skills in communication. We will also examine the importance of leaders sharing power, responsibility, creativity, and accountability to maximize results. Students will also become acquainted with the Leader's Toolbox.

Course Objectives:

At the completion of this course, the student will be able to:

- Define what constitutes effective leadership through theory and student engagement
- Identify the traits and actions of effective leaders
- Recognize vital leadership competencies
- Uncover leadership communication skills to enhance leadership effectiveness
- Become aware of the importance of building relationships with followers
- Discover the impact of leadership influence through various sources of power
- List key elements of organizational culture
- Apply key leadership skills that form the basis of an effective leadership brand

Required Materials:

- Readings and articles will be provided in the online classroom
- Knowledge held and shared by participants will be an important resource.

Evaluation:
This is a graded course where a complete or incomplete grade will be issued.
In order to receive a grade of complete for this course, students must:

1. Complete four written assignments
2. Participate in online discussions with members of their assigned groups
3. Complete a short quiz at the end of each week

Policy on Cheating and Academic Misconduct:
Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at http://www.westerncalendar.uwo.ca. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

Code of Student Conduct:
The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: http://www.uwo.ca/univsec/pdf/board/code.pdf.

Plagiarism:
All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (http://www.turnitin.com).

How often will the instructor communicate with me?
The instructor will respond to individual emails within two business days. Questions that have general application should be posted to the General Questions Forum so that all students can receive the same information.

Policy on Late Assignments:
Online discussions are to be completed in the week they are assigned. This is to allow everyone in your group the opportunity to contribute to the conversation. The online week will run from Monday to Sunday. All quizzes and written assignments have soft (suggested) deadlines. Every effort should be made to submit by the suggested deadline; however, quizzes and written assignments will be accepted and assessed without penalty until the final day of the course. Online discussions are the exception: they must be completed during the week in which they are assigned so that group members have an opportunity to participate in the conversation.

How do I hand in assignments?
All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience any difficulty in submitting assignments through OWL, you are responsible for contacting the instructor.

When will I receive my grades?
Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

Western Digital Badge
If you have met the course requirements for this Western approved micro-credential, you will receive an email from MyCreds to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

Course Schedule:

Date	Lesson	Activities
	Unit 1: Leadership – What's the Big Deal? Topics: • Defining Leadership • Leadership Styles • Exploring why leadership is important and who our leaders are	• Videos/Readings • Forum Group • Assignment 1: Defining Leadership • Quiz
	Unit 2: Let's Listen Then Talk – The Power of Communication Topics: • The Lost Art of Listening • Storytelling • Engage Them or Lose Them	• Videos/Readings • Forum Group Discussion • Assignment 2: Emotional Triggers • Quiz
	Unit 3: The Power of Power – Use it Wisely Topics: • Sources of Power • Leadership Pitfalls	• Videos/Readings • Forum Group Discussion • Assignment 3: Leadership Power & Pitfalls • Quiz

	Unit 4: Culture Eats Strategy for Breakfast Topics: • Shaping Organizational Culture • Our Leadership Brand	• Videos/Readings • Forum Group • Assignment 4: Organizational Culture & Leadership Brand • Quiz • Complete all outstanding quizzes and written assignments