

LEADERSHIP COMMUNICATIONS

LEAD6203

Course Outline

Description:

Communication is one of the most powerful - and most overlooked - tools a leader requires. In fact, communication is at the very heart of leadership. Effective leaders understand the subtleties of communication and adapt their styles to meet different demands and situations. This workshop will enable you to explore and develop your own communication styles and learn how to apply them flexibly in different contexts.

Course Goals:

This 4-week online course (with real-time learning) is designed to allow participants the opportunity to reflect on the role communication plays in various scenarios we encounter as leaders. Of particular importance is the ability for attendees to identify 2 to 3 concepts or tactics to implement in their personal and/or professional context as current or future leader.

Course Objectives:

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

- Discuss the importance of communication competency for leaders;
- Identify their personal communication style and approach, including strengths and areas to improve;
- Describe various types of organizational communication;
- Select appropriate communication tools and skills for a variety of situations;
- Adapt communications approaches to suit varied audiences; and,
- Develop a personal communication plan.

Texts:

- No textbook is required for this course
- Readings, articles, and cases distributed on OWL
- Knowledge held and generated by participants will be an important resource.

Evaluation:

This is a graded course where a complete or incomplete will be issued. To receive a completion for this course, a student must:

- Attend 3 of 4 Zoom sessions
- Complete the weekly activities
 - One discussion activity per week
 - One reflection activity (part of the Personal Communication Plan) per week

This course outline is a sample only and is subject to change.

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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/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?

Communication throughout an online course takes on greater importance. For us to establish effective communication during this program, you can expect:

All weekly course modules to be available on Mondays.

One hour of virtual class time per week, followed by 30 minutes of Q&A for any attendees who wish to continue the discussion or ask follow-up questions.

Online questions submitted via email or posted to our discussion threads will receive a response within one business day.

Policy on Late Assignments:

All discussion activities are due the week they are assigned.

It is recommended that all personal reflection activities are also submitted each week. These activities work together to form an overall personal communication plan for attendees to implement after the course. As such, you may wish to revisit your submissions as you progress through the course

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.

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

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student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

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:

Four consecutive weeks.

WEEK	TOPIC	ACTIVITIES
1	Introduction to Communication	Discussion + Reflection
2	Leadership Communication	Discussion + Reflection
3	Digital Communication	Discussion + Workplace Challenge + Reflection
4	Change/Crisis Communications	Discussion + Reflection

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