

Foundations of Business Leadership

Course Credit	1.0
Grade Levels	9-12
Prerequisites	

Foundations of Business Leadership focuses on leadership and management to determine the impact of management practices on business and industry, management of expectations regarding legal and ethical behavior, and investigation of how resources are managed to achieve company goals. This course emphasizes the basic concepts of management, marketing, entrepreneurship, and leadership styles as well as the characteristics, organization, and operation of business as a major sector of the economy. Standards are designed to emphasize principles of sound business management and analysis of business practices to determine ethical and social responsibilities.

Foundational standards, shown in the table below, are an important part of every course. Through these standards, students learn and apply safety concepts, explore career opportunities and requirements, practice the skills needed to succeed in the workplace, develop leadership qualities and take advantage of the opportunities afforded by Career and Technical Student Organizations (CTSOs), and learn and practice essential digital literacy skills. The foundational standards are to be incorporated throughout the course.

Each foundational standard completes the stem “*Students will...*”

Foundational Standards

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.

FOUNDATIONS OF BUSINESS LEADERSHIP CONTENT STANDARDS

Each content standard completes the stem “*Students will...*”

Introduction to Leadership

1. Describe characteristics and behaviors of a successful leader.
Examples: integrity, competence, consistency, loyalty, openness, awareness, vision, imagination, responsibility
2. Compare and contrast various leadership styles, including their effects on colleagues and organizations.
Examples: authoritative, autocratic, bureaucratic, coach-style, democratic, laissez-faire, participative, strategic, transactional, transformational
 - a. Describe how various leadership styles fit into an organization.
 - b. Explain how effective, qualified leadership contributes to the success of organizations.

Management

3. Identify and describe the roles of individuals at various levels of management.
Examples: entry level managers, middle management, upper level management, administrators, executives, superintendents
4. Explain how the functions of management, including planning, organizing, staffing, leading, and controlling, affect the work environment.
5. Explain the importance of having a clear vision, creating a mission statement, and establishing goals for an organization.
 - a. Explain how stakeholders’ expectations and other factors can influence the vision, mission, and goals of an organization.
 - b. Explain how to communicate vision, mission, and goals to the organization’s stakeholders.
 - c. Identify and describe steps involved in leading an organization to fulfill its stated mission.

6. Explain the concept of time management and the importance of using effective time management techniques.
 - a. Identify distractions and examine strategies for reducing them.
 - b. Clarify and prioritize tasks to meet goals.
 - c. Identify planning strategies to complete work effectively.
7. Explain the importance of inclusion within organizations.
 - a. Describe ways to attract and recruit a multi-talented workforce.
 - b. Describe ways to develop and retain a multi-talented workforce.
 - c. Describe ways to provide equal employment opportunities to all segments of the population.
8. Apply conflict management strategies to resolve workplace disputes.
 - a. Describe possible conflict in the workplace and its sources.
 - b. Describe how diverse cultural perspectives impact conflict and attempts to manage it.
9. Analyze the ethical responsibility of stakeholders and leaders in an organization.
 - a. Gather and share information on ethics from policy and procedure manuals of several businesses.
 - b. Describe how stakeholders can influence ethical decision-making.
10. Demonstrate how to monitor projects and take corrective action.
 - a. Explain the importance of monitoring projects, analyzing progress, and making changes when necessary.
 - b. Identify and describe areas in a project that should be monitored.

Examples: progress, quality of work, communication, budget
 - c. Explain methods for monitoring projects.

Examples: group meetings, emails, status reports
 - d. Describe corrective measures that can be taken when projects are off track.

Examples: reassign tasks, modify schedules, reassess goals

Legal Issues

12. Identify laws that business leaders should know and the areas to which the laws apply.
Examples: Title VII of the Civil Rights Act of 1964, ADA, Immigration Reform and Control Act of 1986, FMLA, OSHA, FLSA, EPA

Employee Relations

13. Describe the role of a labor union or worker organization.

- a. Trace the history of labor organizations in the United States.
- b. Describe the advantages and disadvantages of membership in labor unions and worker organizations for a company’s employees.
- c. Describe the advantages and disadvantages of labor unions for employers and corporations.

Role of the Leader

14. Demonstrate professional oral and written communication skills.

- a. Identify types and characteristics of effective communication and explain its importance in the workplace.
- b. Discuss the benefits and characteristics of open, honest communication.
- c. Identify barriers to communication and methods for improving the communication process in the workplace.
- d. Describe culturally-sensitive communication strategies in the workplace.

15. Demonstrate honesty and integrity.

- a. Distinguish between *honesty* and *integrity*.
- b. Explain the importance of being honest and showing integrity in the workplace.

16. Explain how leadership impacts employee engagement, performance, and the organizational culture.


- a. Describe ways to maximize employee engagement and performance.
- b. Identify effective strategies to boost employee morale.

17. Demonstrate appropriate professional etiquette.

- a. Explain how workplace habits, attire, hygiene, and awareness of one’s environment (cube etiquette) affect professionalism and the working environment.

18. Demonstrate emotional intelligence skills in dealing with others.

- a. Define and identify components of emotional intelligence.
- b. Describe the relationship between emotional intelligence and leadership.

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19. Demonstrate leadership and teamwork skills.
 - a. Explain the importance of recognizing personal strengths and weaknesses.
 - b. Discuss ways to identify personal strengths and weaknesses.