LEADERSHIP AND MANAGEMENT

Leadership and Management

Course Description:

This course provides an overview of leadership and management theories and practices, with a focus on leadership styles, employee motivation, and performance management. Through a combination of lectures, case studies, and hands-on exercises, students will develop the skills and knowledge to effectively lead and manage teams in a variety of settings.

Course Goals:

Understand the key concepts and principles of leadership and management
Develop the skills to effectively lead and manage teams
Learn how to motivate employees and improve performance
Gain insights into different leadership styles and management approaches

Course Outline:

Week 1: Introduction to Leadership and Management

1. Overview of leadership and management
2. The differences between leadership and management
3. Key theories and models of leadership and management

Week 2: Leadership Styles

1. Understanding different leadership styles
2. Identifying your own leadership style
3. Choosing the appropriate leadership style for different situations

Week 3: Employee Motivation

1. Understanding employee motivation
2. Different theories of motivation
3. Strategies for motivating employees

Week 4: Performance Management

1. Setting performance goals and objectives

2. Performance appraisal and feedback
3. Dealing with poor performance

Assessment and Evaluation:

Participation and Attendance: 10%
Homework Assignments: 30%
Midterm Exam: 20%
Final Exam: 40%

Required Readings:

1. [Good to Great: Why Some Companies Make the Leap and Others Don't by Jim Collins](#)
2. [The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey](#)
3. [Drive: The Surprising Truth About What Motivates Us by Daniel H. Pink](#)
4. [The One Minute Manager by Kenneth H. Blanchard and Spencer Johnson](#)
5. [The Five Dysfunctions of a Team: A Leadership Fable by Patrick Lencioni](#)
6. [Leading Change by John P. Kotter](#)
7. [High Output Management by Andrew S. Grove](#)
8. [Primal Leadership: Unleashing the Power of Emotional Intelligence by Daniel Goleman, Richard Boyatzis, and Annie McKee](#)

Course Assignments:

1. Develop a personal leadership development plan
2. Analyze a case study of effective performance management
3. Conduct a motivational interview with a team member
4. Reflect on a personal leadership experience and identify areas for improvement

Classroom Policies:

● Attendance and participation are expected in every class.
● Late homework assignments will not be accepted without prior approval from the instructor. If you have an emergency or an unexpected situation that prevents you from completing an assignment on time, please contact the instructor as soon as possible.

- Academic dishonesty, including plagiarism and cheating, will not be tolerated and will result in a failing grade for the course. It is the responsibility of each student to ensure that their work is original and properly cited.
- Students are expected to treat each other and the instructor with respect and professionalism. Inappropriate behavior, including harassment and discrimination, will not be tolerated and may result in disciplinary action.
- Accommodations for students with disabilities are available through the Disability Services Office.

Course Resources:

- Online resources, including articles, videos, and tutorials, will be assigned throughout the course.
- Guest speakers from industry and academia will be invited to share their insights and experiences in leadership and management.
- The course website will include links to leadership and management tools and resources, such as self-assessment tools and case studies.