

## Justice Institute of British Columbia COURSE OUTLINE

**Course Code:** FMGMT100  
**Course Title:** Foundations of Effective Management and Leadership Part 1:  
Leading the Way

**Prerequisite Courses:** None  
**School:** Community and Social Justice  
**Division/Academy/Centre:** Centre for Leadership  
**Previous Course Code & Title:**  
**Course First Offered:** 2002

<b># of Credits:</b>	1.5
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### **Course Description:**

Success depends on leadership skills at all levels of our organizations. As a new, seasoned or future leader you will examine your personal leadership and communication styles and determine their effectiveness. You'll explore your key roles and responsibilities as a supervisor or manager, and review key leadership and management theories and their practical application back in the workplace. Several assessment tools will be used to help you determine how best to increase your leadership capacity.

### **Course Goal(s):**

At the completion of this 3-day, 21-hour course, the learner will be able to identify and describe one's own leadership and communication styles and how these styles impact and motivate others in the workplace.

### **Learning Outcomes:**

Upon successful completion of this course, the learner will be able to:

1. Describe the importance of their management role and responsibilities
2. Examine and evaluate their own interpersonal style and its impact on their management style as well as on staff behaviour in the workplace.
3. Examine personal communication strategies and practice ways to strengthen their communication effectiveness in the workplace
4. Identify the characteristics of effective leaders
5. Examine and evaluate their own leadership style and its impact on staff performance
6. Demonstrate effective delegation and coaching skills

**Course Topics/Content:**

- Management roles and responsibilities
- Identifying your own personal management style
- Communication styles
- Characteristics of Effective Leaders
- Principles of motivation
- The meaning of empowerment
- Delegation and Coaching skills

**Text and Resource Materials:**

Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

**Required:** Communication and Leadership Instruments (distributed during course)

**Recommended: Course Level:**

	First Year		Second Year		Third Year		Fourth Year
	Graduate		Other (describe): Professional Path				

**Equivalent Course(s) within the JIBC: None**

**Class Delivery Methods:**

<b>Delivery Methods</b>	<b>Class Option A (Hours)</b>	<b>Class Option B (Hours)</b>	<b>Class Option C (Hours)</b>	<b>Class Option D (Hours)</b>
Classroom/Lecture/Discussion	14			
Simulation/Lab	7			
Practicum/Fieldwork				
Online				
Correspondence				
<b>Total Class Hours</b>	21			

**Comments on Delivery Methods:**

This course is experiential and participatory in nature and includes a variety of small group discussions, role plays, assessment instruments and large group discussion/lecture.

**Course Grading System:**

Letter Grades	Percentage	Pass/Fail
Complete/Incomplete	Attendance Only	

<b>Passing Grade:</b>	Pass
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**Evaluation Activities and Weighting:**

Final Exam	%	Assignments	%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

**Comments on Evaluation Activities and Weighting:**

You must attend the full course to receive credit.

**Other Course Guidelines, Procedures and Comments:** None

View official versions of related JIBC academic regulations and student policies in the *JIBC Calendar* on the following pages of the JIBC website:

**Academic Regulations:**

<http://www.jibc.ca/programs-courses/jibc-calendar/academic-regulations>

- Student Academic Integrity Policy
- Academic Progression Policy
- Admissions Policy
- Academic Appeals Policy
- Evaluation Policy
- Grading Policy

**Student Policies:**

<http://www.jibc.ca/programs-courses/jibc-calendar/student-policies>

- Access Policy
- Harassment Policy – Students
- Student Records Policy
- Student Code of Conduct Policy

**JIBC Core Competencies**

The JIBC promotes the development of core and specialized competencies in its programs. Graduates of our programs will demonstrate high levels of competence in the following areas:

**Critical thinking**

Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.

**Communication, oral and written**

Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.

**Leadership**

Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.

**Independent learning**

Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem solving strategies.

**Problem solving**

State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.

**Interpersonal relations**

Know and manage oneself; recognize and acknowledge the needs and emotions of others including those with diverse backgrounds and capabilities.

**Inter-professional teamwork**

Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.

**Information literacy**

Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources critically, and use information effectively and ethically.