

GROSSMONT COLLEGE

Official Course OutlineADMINISTRATION OF JUSTICE 272 – LEADING OTHERS

1. <u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
AOJ 272	Leading Others	2.5	2.5 hours lecture

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

This is one of four courses in the California Public Safety Leadership and Ethics Program. The course is designed to help the participant develop the knowledge, skills, and abilities necessary to lead others effectively. The participant will explore various roles of leadership as they relate to functioning as a team builder, delegator, conflict resolution facilitator, coach, and mentor. The participant will also acquire knowledge of communication processes, empowerment, and leading in a diverse environment. Theories of leadership are examined and evaluated.

4. Course Objectives

The student will:

- a. Describe qualities, traits, and characteristics necessary to lead others successfully.
- b. Examine the importance of developing and communicating a vision for the future as it relates to leading others.
- c. Examine and demonstrate the skills necessary to communicate effectively and build relationships with others.
- d. Identify barriers to team building, and methods to overcome those barriers.
- e. Define basic leadership theories, including theory x/theory y, transformational leadership, servant leadership, and situational leadership.
- f. Analyze the importance of empowerment in leading others.
- g. Apply principles of situational leadership.
- h. Describe leadership requirements and processes for conflict resolution in a diverse environment.
- i. Apply leadership skills to positively influence others.
- j. Formulate a personal leadership development plan.

5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

None.

7. Course Content

- a. Introduction to leading others.
- b. Vision and communication.
- c. Team building.
- d. Empowerment.
- e. Situational leadership.
- f. Conflict resolution.

8. Method of Instruction

- a. Self-assessments and group discussions.
- b. Video case studies and presentations.
- c. Class exercises and activities.

9. Methods of Evaluating Student Performance

- a. Oral and written reports, presentations.
- b. Quizzes, examinations, and a written final exam.
- c. Written assignments.
- d. Class and individual projects.
- e. Participation.

10. Outside Class Assignments

- a. Reading assignments from text.
- b. Journal entries.
- c. Critical assessment of personal philosophies relating to leadership and ethics.

11. Texts

- a. Required Text(s):
 - (1) Phi Theta Kappa Leadership Development Program. To Lead or Not To Lead. Jackson, MS: Phi Theta Kappa, 2001.
 - (2) Hesselbein, Frances. The Leader of the Future. New York, NY: John Wiley & Sons, Inc., 2000.
 - (3) Hartman, Taylor. The Color Code: A New Way to See Yourself, Your Relationships, and Life. New York, NY: Simon & Schuster, 1999.
- b. Recommended texts:
 - (1) Meese, Edwin, and P. J. Ortmeier. Leadership, Ethics, and Policing: Challenges for the 21st Century. Upper Saddle River, NJ: Prentice Hall, 2004.
- c. Supplementary texts and workbooks:

None.

Date approved by the Governing Board: 4/05

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