

LS 100 The Leadership Course Syllabus

Course Information:

LS 100 The Leadership Course
Mondays, 7 – 9:30 p.m., Classroom #2
Class session dates: January 17, 24, 31; February 7, 14; March 6, 13, 20,
27; April 3, 10.

Facilitator

Terry Fach
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Office hours: Fridays, 9 – 11 a.m.

Course Description

This course places emphasis on the principles underlying the seven basic habits of highly effective people, drawn from the work of Stephen Covey and the Covey Franklin organization. The habits discussed in this course are generic, fundamental, common-denominator habits that influence people's personal and professional lives. The Seven Habits® address the foundation of all levels of leadership: personal trustworthiness and interpersonal trust.

Course Objectives

To empower participants to significantly increase their performance capability as we work to achieve worthwhile purposes through understanding and living principle-centered leadership. This objective is accomplished by first liberating ourselves from old labels and self-imposed limits, and then motivating and educating ourselves to make more effective use of our potential.

Course Outline

- A. Introductory Comments, course expectations, overview of the Seven Habits.
- B. Foundational Principles
 - 1. Habits
 - 2. Character and the Personality Ethic
 - 3. Four Levels of Leadership
 - 4. The Maturity Continuum
 - 5. The Change Model

6. Principles
 7. Paradigms and The Social Mirror
 8. P/PC Balance: The Definition of Effectiveness
 9. Emotional Bank Accounts
- C. Habit 1 – Be Proactive
1. Three Types of Determinism
 2. Stimulus – Response
 3. Definition of Proactivity
 4. Circle of Influence vs. Circle of Concern
- D. Habit 2 – Begin With the End in Mind
1. Leadership vs. Management
 2. Identification of Roles, Goals
 3. Alternative Centers
 4. Personal Mission Statement
 5. What does it mean to “begin with the end in mind”?
- E. Habit 3 – Put First Things First
1. Brief History of Time Management
 2. Discussion of Time Management Matrix
 3. Review Roles, Goals, Mission Statement
 4. A Weekly Planning System
- F. Habit 4 – Think Win-Win
1. Alternatives to “Win-Win”
 2. Courage and Consideration Matrix
 3. Applications
- G. Habit 5 – Seek First to Understand, Then to be Understood
1. Empathic Listening
 2. Autobiographical Responses
 3. Perception and Understanding
 4. Circle of Influence
- H. Habit 6 – Synergize
1. Definition and examples
 2. Levels of Communication Matrix
 3. Third Alternatives
 4. Valuing the Differences
 5. Synergy vs. Nature
- I. Habit 7 – Sharpen the Saw
1. Physical
 2. Mental
 3. Social/Emotional

4. Spiritual

J. Review, Evaluations, Feedback, Sharing Experiences

Method of Instruction

This course makes extensive use of videotapes, student participation, and facilitator teaching. The course is built around an “empowered learning model” (ELM) which encourages students to *prepare* for classes in appropriate ways, to *learn*, and then to *apply* the principles on which the course is based.

Required Course Materials

Stephen R. Covey, *Participant Manual and Application Supplement*
Stephen R. Covey, *The Seven Habits of Highly Effective People*

Course Requirements

Requirements vary depending on your student status. Guidelines for “credit” and “audit” students can be found on “The Golden Goose Progress Sheet” which is attached.

Method of Evaluation

“For credit” students will be graded according to the guidelines on “The Golden Goose Progress Sheet,” attached below. Except for the personal mission statement, all work will be reviewed by the facilitator (including the course Manual and Application Supplement). Essays will be returned with feedback..

Final grades will be based on student self-evaluations, which should be signed and turned in to Terry no later than **April 17, 2000**.