

Leadership and Soft Skills Outline

Definition:

Leadership and Soft skills are a person's attitudes and behaviors they convey when working with other people in a professional setting. Whereas hard skills are acquired through education and training (i.e., learning a new language or being trained to use computer programs), soft skills are obtained throughout your personal life by interacting/working with the people around you.

Luckily, the soft skills you already have (i.e., communication and problem-solving) can also be learned and improved so that when you decide to apply for a job, you can confidently state that you have the skills necessary to work well with others.

Objective:

The objective is to adequately explain and give examples of Leadership and soft skills to those who have yet to join the workforce so that they can be better prepared to identify their own strengths and weaknesses when applying for a job. This presentation will identify 20 soft skills that are most sought after by employers and highlight certain skills that are especially important if an applicant wishes to work for an employer long-term.

Key Leadership Skills

Management Leadership

- Transformational Leadership
- Delegative Leadership
- Authoritative Leadership
- Transactional Leadership
- Coaching/Mentoring
- Strategic Design
- Situational Leadership

Key Soft Skills

1. Communication
2. Problem-Solving
3. Creativity
4. Adaptability
5. Work Ethic
6. Teamwork
7. Empathy
8. Decision-making
9. Emotional Intelligence
10. Patience
11. Presentation Skills
12. Problem Analysis/Critical Thinking
13. Time Management
14. Self-Motivation
15. Trustworthiness
16. Conflict management
17. Enthusiasm
18. Initiative
19. Perception
20. Non-Verbal Messages

COURSE FORMAT

Instructional Delivery

- Lecture Format
- Discussion
 - discussion in small groups
- Projects
 - learning by doing
 - researching
- Self-Learning

Course Date and Schedule: TBA

Course Hours: 50

Modality: Hybrid

Grading Requirements

- Practice exercises = 40%
- Discussion and participation = 20%
- Group Presentation = 40%

Passing Grades

Numerical Grade	Accreditation Document
10 – 7	The student will receive a Certificate of Completion.
6.9 – 0	The student will not receive a Certificate of Completion.

Group Presentations

Students will have the opportunity to select a topic of their interest, under the supervision and approval of their instructor, to prepare a presentation on such topic. The guidelines for the presentation will be provided by the instructor on the first day of class. Students will be asked to form teams to work in this project. The group presentation will take place during the final session, evaluated by the instructor and by special guests who will select the winning team. It is expected that the students use technology and other resources to make their presentations.

Class Requirements

Students are expected to participate in class by manner of discussion, attendance, attitude, and collaboration.