



**COURSE OUTLINE**  
**Palo Verde College**  
**One College Drive, Blythe, CA 92225**  
**(760) 921-5500**

Course Control Number: CCC000445880

Latest Revision: 12/8/09

Board Approval: 1/26/10

**1. Course Information. Course Initiator: Doretha Jones**

Subject Area and Course Number: <b>NBE 015</b>		Course Title: <b>Leadership/Supervisory Skills Enhancement Training</b>			
New Course <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Updated <input type="checkbox"/>		Static ID <b>C01503B</b>		TOP Code <b>050630</b>	Credit Status Request <b>N=Noncredit</b>
Classification Code <b>L=Not Applicable</b>		SAM Code <b>C=Clearly occupational</b>			Course prior to college level <b>Y=Not applicable</b>
Noncredit category <b>I=Short-term vocational</b>		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Transfer request <b>C=Non-transferable</b>		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			
Basic Skills <b>N=Not a Basic Skills Course</b>		Funding Agency <b>Y=Not Applicable</b>			Course Program Status <b>2=Stand-alone</b>
Co-Op Status <b>N=Not Part of a Co-Op Program</b>		Special Class Status <b>N=Course is Not a Special Class</b>			

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes  No   
 If checked yes, all questions pertaining to Distance Education must be answered.

3. This course has laboratory or clinic/field hours: Yes  No   
 If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.

4. This course has prerequisites, co-requisites, or advisories: Yes  No   
 If checked yes, please complete a [Prerequisite Justification Form](#).

5. Curriculum Committee Approval Date: 12/17/09

6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

**CATALOG DESCRIPTION:**

This course is for students who are new to their roles of a leader/supervisor or for those seeking formal skills training. The course will cover areas a supervisor/leader has to cope with i.e., motivating, coaching, delegating, directing subordinates, effective communication, and personnel evaluations.

**UNITS:**

**FACE TO FACE:**                      **Hours Per Week:** **Lecture:** 8    **Laboratory:**                      **Clinic/Field:**

**DISTANCE EDUCATION:**

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**ENTRY LEVEL SKILLS, PREREQUISITES, AND/OR COREQUISITES:**

None

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**OBJECTIVES and LEARNING OUTCOMES:**

Upon successful completion of the course the student will be able to:

1. Understand the role of a supervisor/leader.
  2. Create a positive workplace.
  3. Train and develop employees
  4. Motivate people at work.
  5. E. Describe essential skills of leadership
  6. F. Communicate effectively with subordinates.
  7. G. Explain the main purposes and benefits of an employee performance.
  8. H. Identify the clues of good and bad teams, and explain how teams develop over time.
  9. E. Understand the importance of effective training/coaching to develop personnel
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**COURSE OUTLINE AND SCOPE:**

**1. Outline of Topics or Content:**

- I. Understand the Role of a Supervisor/Leader
  - A. Supervisors are an essential part of the management team.
  - B. Provide the vital linkage between management goals and meaningful employee effort.
  - C. Balance skills between work to be done and a concern for the people who perform the work.
  - D. Manage resources by the results received.
- II. Create a Positive Workplace
  - A. Distinguish between a supervisor's work environment and that of higher level managers.
  - B. Discuss the general expectations that employees have different perceptions of the nature of their work.
  - C. Summarize several ways by which supervisors/leaders can improve the quality of work life for their employees.
- III. Training and developing Employees
- IV. Motivating people at work
- V. Leadership Skills, Styles and Qualities
  - A. Describe the essential skills of leadership
  - B. Choose appropriate spoken and written methods of communicating with individuals and groups of employees.
  - C. Assess the quality of nonverbal communication skills and identify needed changes.
  - D. List the major communicating guidelines that help create positive working relationships.
- VI. Appraisal of employee performance
- VII. Counseling and performance management
- VIII. Building cooperative teams and resolving conflicts

**2. If a course contains laboratory or clinic/field hours, list activities or topics:**

**3. Examples of Reading Assignments:**

1. Textbook
2. Current articles in newspapers, magazines and business materials
3. Materials handed out by instructor.

**4. Examples of Writing Assignments:**

Written case analysis

**5. Appropriate Assignments to be completed outside of class:**

1. Analyze case problems.
2. Obtain articles from outside publications

**6. Appropriate Assignments that demonstrate critical thinking:**

1. Self-Assessments
2. Analyze case problems to determine facts, identify reasons, and apply the concepts in decision making.

**7. Other Assignments:**

**8. Indicate any assignments that are unique to the Distance Education mode of delivery:**

**METHOD OF EVALUATION—FACE TO FACE:**

1. Oral and/or written case analysis.
2. Oral and/or written action plan.
3. Class participation

**METHOD OF EVALUATION—DISTANCE EDUCATION:**

**METHOD OF INSTRUCTION—FACE TO FACE:**

- A. Lecture
- B. Class discussion and participation
- C. Case studies
- D. Group exercises
- E. Role playing
- F. Individual and group problem solving

**METHOD OF INSTRUCTION—DISTANCE EDUCATION:**

**REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:**

This section shall include author(s), title, and current publication date of all representative materials.

John W. Newstrom and Lester R. Bittel, Supervision Managing for Results, Glencoe McGraw-Hill  
Handouts distributed by instructor

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**SIGNATURES:**

**COURSE INITIATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LIBRARY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHAIR OF CURRICULUM COMMITTEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERINTENDENT/PRESIDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_