



## MASTER COURSE OUTLINE

A. SMGT 1000 Principles of Supervisory Leadership

B. COURSE DESCRIPTION:

This course is designed to assist the student to increase potential in using effective supervisory skills. Skills needed to lead in today's workplace such as creating positive environments, understanding a manager's role in the workplace, planning and problem solving, as well as fundamental skills in human resources are covered and introduces students to skill development in staffing, training, and motivating. Leadership awareness is an integral part of effective supervision. Leadership skills and strategies are covered. Mandatory supervisory skills such as controlling, quality assurance, and improvement strategies are studied.

**(3 Cr – 3 lect, 0 lab)**

C. \*\*Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Role of management
- Positive environments
- Planning and problem solving
- Human resources
- Leadership awareness and skills
- Supervisory skills

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
** <u>Critical Thinking</u>	<b>Students will be able to</b> gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive and conscious of possible bias in the information selected.	1. conduct a self-assessment of supervisory strengths and weaknesses.
<u>CS</u>	understand the levels of supervisors and the required major competencies.	1. describe the necessity of front line supervisors and the competencies required.
<u>CS</u>	understand management principles.	1. research and report on the body of knowledge existing on generally accepted managerial expertise.

<u>CS</u>	understand the main functions of the management process.	1. describe the functions of the management process and explain their interrelatedness.
<u>CS</u>	understand the evolvement of widely accepted schools and theories of management approaches.	1. identify widely used approaches to management practice.
<u>CS</u>	differentiate among terms associated with the planning process.	1. review and discuss an organization's plan such as vision, values, mission, and strategies.
<u>CS</u>	discuss a supervisor's responsibilities for interpreting and implementing a company's policies.	1. report on an experience that requires an employee's understanding of organizational goals and planning. 2. defend the importance of organizational goals and planning.
<u>CS</u>	identify a problem and perform a problem-solving process.	1. review steps taken to solve a problem. 2. analyze identified problem-solving steps for effectiveness.
<u>CS</u>	identify and differentiate among various organizational structures and formats.	1. describe the organizing process and its outcome. 2. report on a designated organization's structure and provide data.
<u>CS</u>	understand task delegation and explain effective approaches.	1. role play delegating tasks.
<u>CS</u>	identify key steps of the staffing process and explain the supervisor's role in that process.	1. develop a staffing matrix to accommodate a work project or goal. 2. discuss the critical aspects of the selection process. 3. observe mock interviews and analyze importance.
<u>CS</u>	understand features of employment interview, orientation and training processes.	1. examine on past interviewing experiences and identify effective interviews. 2. research, critique, and report on workplace orientation processes. 3. analyze current workplace and develop a training plan to address identified needs.
<u>CS</u>	understand leadership skills and styles	1. examine qualities of effective leaders in the workplace, community and/or personal life. 2. identify and interview people exhibiting different but effective leadership styles.
<u>CS</u>	understand the process of communications and identify successful strategies to improve communication.	1. identify examples of effective written and verbal communication. 2. demonstrate effective communication processes by

		redrafting or reconstructing recent communications plans.
<u>CS</u>	explain the formation, roles and influence of formal and informal groups in an organization.	1. identify a formal and informal group in the workplace and report the roles.
<u>CS</u>	discuss how participatory management can be implemented with groups of employees.	1. conduct a mock meeting exhibiting participatory management techniques.
<u>CS</u>	discuss ways in which cooperation can be obtained from all levels of employees and partners within an organization.	1. identify effective methods for inspiring participation or cooperation in a work goal or task.
<u>CS</u>	understand and recognize a control standard and the supervisor's role in the control function.	1. explain reasons why control needs to be a supervisory responsibility. 2. research control standards used in the workplace. 3. chart the steps of the control process.
<u>CS</u>	understand the importance of record keeping and budget, and identify different cost measures, controls, variances and calculations.	1. list record keeping and cost measures that may be supervisory responsibilities. 2. examine mock budgets and costing calculations for errors and make necessary corrections.

#### F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

#### G. COURSE CODING INFORMATION:

Course Code A/Class Maximum 48; Letter Grade

Revision date: 04/20/11; 9/1/16

AASC Approval date: 9/20/16

<b>*Riverland Community College Disciplines</b>	<b>MnTC Goal Number</b>
Communication (CM)	<b>1</b>
Natural Sciences (NS)	<b>3</b>
Mathematics/Logical Reasoning (MA)	<b>4</b>
History and the Social & Behavioral Sciences (SS)	<b>5</b>
Humanities and Fine Arts (HU)	<b>6</b>

<b>**Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	<b>2</b>
Human Diversity (HD)	<b>7</b>
Global Perspective (GP)	<b>8</b>
Ethical and Civic Responsibility (EC)	<b>9</b>
People and the Environment (PE)	<b>10</b>

\*These five MnTC Goals have been identified as Riverland Community College Disciplines.

\*\* These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.