Arkansas CTE

Leadership and Communications: Grades 9, 10, 11, 12

Adopted 2006

Leaders and Leadership

1.1 Define terms

1.2 Discuss the importance of leadership

1. Present short speeches about favorite leaders 1.2.1
2. Prepare a short report on a political leader 1.2.2
3. Have an elected government official serve as a resource person on leadership in government 1.2.3

1.3 Appraise leadership traits

1. Identify leaders in the community; list their traits and value to an organization 1.3.1

1.4 Describe personal leadership skills

1. Interview a leader to determine important leadership skills and give brief oral reports on findings 1.4.1

1.5 Discuss the meaning and importance of ethics in leadership

1. Identify examples of ethical leadership and ethical problems that have occurred among leaders 1.5.1
2. Develop a list of attributes of an ethical leader 1.5.2

Leadership Styles

2.1 Define terms

2.2 Interpret the autocratic (authoritarian) leadership style

1. Give a short oral report on the autocratic leadership style 2.2.1

2.3 Interpret the democratic leadership style

1. Discuss the characteristics of the democratic leadership style 2.3.1

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2.4 Interpret the participative (laissez-faire) leadership style

1. Compare leader attributes based on leadership style 2.4.1

Goal Setting

3.1 Define terms

3.2 Discuss the meaning and importance of goals and goal setting

1. Identify the importance of setting goals 3.2.1
2. Set a long-term goal, and outline the short-term and intermediate goals needed to reach it 3.2.2

3.3 Discuss common kinds of goals

1. Identify relationships among goals and ways and means of goal attainment 3.3.1
2. Describe how to regularly evaluate and adjust goals and ways and means 3.3.2

3.4 Explain why a goal completion date is important

1. Describe appropriate approaches in establishing new deadlines for goal achievement 3.4.1
2. Relate the role of sharing goals with others as a process of goal achievement 3.4.2

Time Management

4.1 Define terms

4.2 Explain the importance of setting priorities

1. Discuss factors to consider when setting priorities 4.2.1

4.3 Differentiate between urgent and non-urgent items

1. Assess the role of personal values in setting priorities 4.3.1

4.4 Demonstrate the proper use of a calendar book

1. Develop a system for grouping and planning activities 4.4.1

Group Dynamics

5.1 Define terms

5.2 Explain the role of group dynamics in achieving group goals

1. Observe a group meeting and prepare a short report on the roles various members of the group filled 5.2.1
2. Strive to promote positive group dynamics in meetings 5.2.2

5.3 Explain the importance of teamwork

1. Participate in an exercise requiring teamwork 5.3.1

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Explain group dynamics and relate group dynamics to goal achievement

1. Describe group dynamics as related to goal achievement, including unity, relationships, and ability to work together 5.4.1

5.5 List and explain the responsibilities of group members

1. Prepare a personal plan to develop skills needed to be a good group member 5.5.1

Conflict Resolution

6.1 Define terms

6.2 Discuss the meaning and importance of conflict and conflict resolution

1. Interpret the problem-solving process 6.2.1
2. Participate in a small group problem-solving exercise using the process 6.2.2

6.3 List the causes of conflict

1. Role-play different ways in which people deal with conflict 6.3.1
2. Identify how group conflict interferes with team work and goal achievement 6.3.2

6.4 Discuss conflict-management processes

1. Participate in a conflict-management exercise using appropriate processes 6.4.1

Agricultural Communications Skills and Careers

7.1 Define terms

7.2 Discuss the meaning and importance of communication

1. Identify and explain components of the communication process 7.2.1
2. Identify barriers to the communication process 7.2.2
3. Distinguish between verbal and nonverbal communication 7.2.3

7.3 Discuss how to locate and apply for a job in agricultural communications

1. Investigate sources of information about agricultural communications occupations 7.3.1
2. Assess ways of applying for a job 7.3.2

7.4 Explain the purpose of a resume and letter of application

1. Prepare a resume 7.4.1
2. Write a letter of application 7.4.2

7.5 Identify good interview techniques

1. Role-play a job interview 7.5.1
2. Write an interview follow-up letter 7.5.2

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7.6 Identify one career in agricultural communications

1. Research an agricultural communications career 7.6.1

Public Speaking

8.1 Define terms

8.2 Distinguish between the four major kinds of speeches

1. Explain when it is appropriate to use the various kinds of speeches 8.2.1
2. Participate in related FFA events involving speaking 8.2.2

8.3 Identify the three major parts of a speech

1. Listen to a speech and identify the major parts 8.3.1

8.4 Create an outline for a five-minute speech

1. Prepare a five-minute speech 8.4.1

8.5 Explain the importance of citations and how a bibliography is prepared

1. Prepare a bibliography of references used in a speech 8.5.1
2. Identify the meaning of plagiarism and the ramifications of plagiarizing 8.5.2
3. Present a speech to the class 8.5.3

Parliamentary Procedure

9.1 Define terms

9.2 Explain the meaning and purpose of parliamentary procedure

1. Discuss the importance of protecting the rights of individuals who are in the minority 9.2.1

9.3 Explain methods of voting

1. Practice using the methods of voting in a student organization meeting or role play during parliamentary procedure practice 9.3.1
2. Use consensus procedures in making group decisions 9.3.2

9.4 Explain the steps in presenting a main motion

1. Practice the proper procedure for presenting a main motion 9.4.1

9.5 Explain the purpose of an amendment

1. Practice the proper procedure for amending a motion 9.5.1

9.6 Identify the qualities of a good presider

1. Assess individual personal characteristics as related to being a good presider 9.6.1
2. Prepare an improvement plan to develop desired presiding officer qualities 9.6.2

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9.7 Conduct business meetings using appropriate parliamentary procedure

1. Use parliamentary procedure in FFA and other student organization meetings 9.7.1
2. Prepare for and enter FFA events based on parliamentary procedure 9.7.2