

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
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1.3 Appraise leadership traits

1. Identify leaders in the community; list their traits and value to an organization 1.3.1
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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
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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
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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
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2.3 Interpret the democratic leadership style

1. Discuss the characteristics of the democratic leadership style 2.3.1

2.4 Interpret the participative (laissez-faire) leadership style

1. Compare leader attributes based on leadership style [2.4.1](#)
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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](#)
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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](#)
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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](#)
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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](#)
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4.3 Differentiate between urgent and non-urgent items

1. Assess the role of personal values in setting priorities [4.3.1](#)
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4.4 Demonstrate the proper use of a calendar book

1. Develop a system for grouping and planning activities [4.4.1](#)
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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](#)
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5.3 Explain the importance of teamwork

1. Participate in an exercise requiring teamwork [5.3.1](#)

5.4 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](#)
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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](#)
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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](#)
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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](#)
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6.4 Discuss conflict-management processes

1. Participate in a conflict-management exercise using appropriate processes [6.4.1](#)
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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](#)
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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](#)
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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](#)
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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](#)

7.6 Identify one career in agricultural communications

1. Research an agricultural communications career [7.6.1](#)
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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](#)
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8.3 Identify the three major parts of a speech

1. Listen to a speech and identify the major parts [8.3.1](#)
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8.4 Create an outline for a five-minute speech

1. Prepare a five-minute speech [8.4.1](#)
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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](#)
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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](#)
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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](#)
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9.4 Explain the steps in presenting a main motion

1. Practice the proper procedure for presenting a main motion [9.4.1](#)
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9.5 Explain the purpose of an amendment

1. Practice the proper procedure for amending a motion [9.5.1](#)
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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](#)

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](#)