

Crafton Hills College Course Outline

1. **Discipline:** Fire Technology
2. **Department:** Emergency Services
3. **Course Title:** Leading Others
4. **Course I.D:** FIRET 206
5. **Prerequisite(s):** None
Corequisite(s): None
Departmental Recommendation(s): Employment in Public Safety or related discipline

6. **Semester Units:** 2

7. **Minimum Semester Hours:**

Lecture: 32 **Lab:** 0 **Clinic:** 0 **Field:** 0

8. **Need for the Course:**

Effective leadership skills and influences are needed at all levels of Public Safety/EMS. The California Public Safety Leadership Program will bring the concepts of leading others into Public Safety/EMS. This course is applicable to the associate degree.

9. **Goals for the Course:**

- A. The participants will study leadership and experience leadership within a nurturing and androgical environment.
- B. To provide public safety members with a greater understanding of the mutual concerns and desires which exist within the cohort of public safety/EMS.
- C. To prepare members of Public Safety early in their careers to contribute at higher levels of leadership roles and responsibilities.
- D. To provide leadership and ethics training where none exists and to provide for a mechanism for promotion to positions of leadership.

10. **Catalog Description:**

Provide the participant with the knowledge, skills, and abilities to effectively lead others. Explores the various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships. Understanding of the communication process, empowering others, conflict resolution methods, leading in a diverse environment and facilitating change. Case studies, video analysis, and other interactive learning processes will be used to explore the dynamic relationship between leaders and followers.

11. Schedule Description:

Exploration of the various roles of leadership as they relate to being a team builder, delegator, conflict manager, coach, or mentor, as well as interpersonal leader-follower relationships.

12. Entrance Skills:

A. Required Skills: None

B. Recommended Skills:

It is highly recommended that students entering this course be able to describe, analyze and evaluate their experiences in public safety or a related profession.

13. Course Objectives:

Upon satisfactory completion of the course, students will be able to:

- A.** Develop knowledge, skills and confidence in the role of leader, delegator, conflict manager, team-builder, coach, strategic thinker, counselor, guide and mentor.
- B.** Recognize the importance of developing and articulating to others a vision for the future as it relates to the needs of the follower, leader and organizational community.
- C.** Evaluate methods to utilize leadership skills and talents to positively influence others.
- D.** Explain the importance of and the skills necessary to effectively communicate with others.
- E.** Describe the necessity for relationship building as a fundamental element of leadership and vision.
- F.** Identify barriers to effective communication and team building and methods to break down those barriers. Demonstrate techniques to transform followers into active organizational participants.
- G.** Recognize benefits of effective empowerment and delegation.
- H.** Understand principles of situational leadership as they relate to follower readiness.
- I.** Identify the fears and discuss the common mistakes made by leaders when delegating and empowering.
- J.** Describe leadership needs and processes for leading in a diverse environment and facilitating change.
- K.** Identify the nature of conflict as a process.
- L.** Differentiate between functional and dysfunctional conflict.
- M.** Formulate skills to effectively lead conflict resolution processes.

14. Representative Texts and Instructional Materials:

Drucker, P. (1995). *The Leader of the Future*. New York: Truman Talley Books/Dutton.

Hartman, T. (1999). *The Color Code*. New York: Simon & Schuster.

Phi Theta Kappa, (2002). *To Lead or Not to Lead*.

15. Course Content:

- A.** Leadership Skills when working with public safety people

FIRET 206

Page 2 of 3

Last Updated: 03/22/04

Board Approved: 4/8/04

Semester Effective: Fall 2004

- B. Vision & Communication
- C. Situational Leadership
- D. Team Building
- E. Empowering & Delegating
- F. Facilitating Change
- E. Conflict Management

16. Methods of Instruction:

- A. Class lectures/discussions/demonstrations
- B. Drills and pattern practices
- C. Videos/films/slides/audio tapes
- D. Pair and small group activities/discussion
- E. Class exercises
- F. Reports and papers
- G. Handouts
- H. Cooperative learning tasks
- I. Individual conferences
- J. Guest lecturers

17. Assignments and Methods of Evaluation:

- | | | |
|----|--|----------|
| A. | Oral reports/presentations/performance | 6 – 20% |
| B. | Written reports/presentations | 10 – 20% |
| C. | Quizzes/examinations | 10 – 20% |
| D. | Written assignments | 5 – 10% |
| E. | Class and individual projects | 10 – 20% |
| F. | Participation | 0 – 5% |
| G. | Laboratory projects/performance | 10 – 20% |
| H. | Final examination | 40 – 60% |

18. Distributed Education Methods: None