

**Clackamas Community College**

## Online Course/Outline Submission System

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**Section #1 General Course Information****Department:** Business**Submitter**

First Name: David

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**Course Prefix and Number:** SDP - 133**# Credits:** 1**Contact hours**

Lecture (# of hours): 11

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 11

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Workplace Leadership 2**Course Description:**

Participants will examine and practice the leadership skills necessary to utilize the skills of others by delegating and coaching to engage individuals and teams in the work of the business.

**Type of Course:** Career Technical Supplementary

Can this course be repeated for credit in a degree?

**No**

What is the target audience/industry for this class?

Business

Are there prerequisites to this course?

**No**

Are there corequisites to this course?

**No**

Are there any requirements or recommendations for students taken this course?

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**Yes**

**Have you talked with a librarian regarding that impact?**

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**No**

Will this course appear in the schedule?

**No**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

DDI: Delegating with Purpose

1. define key delegating principles,
2. describe how delegating impacts an individual, team, and organization;

DDI: Coaching for Peak Performance

3. describe concepts which are essential to coaching skills,
4. demonstrate ways to increase leadership participation from others.

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***This course does not include assessable General Education outcomes.***

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**Major Topic Outline:**

1. Coaching skills enhancement.
2. Enhancing confidence and competence.
3. Building an engaged workforce.
4. Achieving results by leveraging the skills of others.
5. Delegating responsibly.
6. Building a team's capabilities.
7. Developmental Delegation.
8. Providing input to enhance insight.
9. Making the most of coaching opportunities.
10. Freeing up the leaders time.

**Does the content of this class relate to job skills in any of the following areas:**

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

**First term to be offered:**

**Next available term after approval**

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