

# Leadership Soft Skills

## Curriculum Overview

### Designed for:

- High school students
- Post-secondary students
- Workforce development programs

### Length:

This 18-26 hour curriculum is comprised of 18 lessons.

### Goal:

To help participants learn and apply key soft skills needed for the workforce.

### Synopsis:

Designed for use in any career and technical education course, this accompanying curriculum presents information and practice about 18 important leadership skills. It was designed to educate participants about the necessity of soft skill development for getting, keeping and finding success in the workplace. The Leadership Soft Skills Program is a complete curriculum designed to give instructors ready-to-use lesson plans, PowerPoint presentations, with workplace scenario cards. The student workbook includes all of the hands-on, experiential learning activities in one convenient location. When students have completed the program, the workbook will be a handy guide for them to return to as a refresher in the future. Each lesson includes 2-4 activities where students apply the soft skill taught in that lesson.

This curriculum was aligned to many national soft skills standards and assessments.

### Soft Skills Addressed:

- |                                    |                         |                        |
|------------------------------------|-------------------------|------------------------|
| • Trust                            | • Honesty and Integrity | • Visionary Leadership |
| • Professionalism                  | • Diplomacy and Tact    | • Optimism             |
| • Coaching and Mentoring           | • Determination         | • Public Speaking      |
| • Conflict Resolution              | • Empathy               | • Observation          |
| • Decision Making and Goal Setting | • Servant Leadership    | • Creativity           |
| • Delegation                       | • Team Building         | • People Skills        |

### Curriculum Components:

- Teacher Guide
- Student Workbook – set of 20
- Presentation Slides
- Workplace Scenario Cards – set of 18

### Learning Objectives:

#### Trust

- Identify different traits of a trustworthy person
- Successfully practice trusting a partner to complete a task
- Be able to define trust and how it is a part of effective leadership
- Know how to use confidentiality as a strategy for building trusts

#### Professionalism

- Identify characteristics of a professional
- Understand what professionalism looks like on the job
- Learn how to develop a professional mindset

#### Coaching and Mentoring

- Identify coaching skills that effective leaders have
- Practice using the Situation, Behavior, Impact (SBI) Feedback Model to provide feedback as a coach
- Understand how coaching differs from mentoring
- Identify the four phases of a mentoring relationship, along with characteristics of each

### **Conflict Resolution**

- Identify and understand the difference of the five conflict approach styles
- Successfully resolve a workplace dispute using the Interest-Based Relational Approach
- Understand and apply the Persuasion Tools Model

### **Decision Making and Goal Setting**

- Learn how to set goals and experience how factors outside their control can impact the goals. Specific, Measurable, Attainable, Relevant, and Time-Bound (SMART) is an acronym for creating productive goals both personally and professionally
- Experience turning a broad goal into a SMART goal
- Identify the 8 steps in the decision-making process and how to apply them to a realistic scenario

### **Delegation**

- Self-assess personal delegation skills to identify strengths and how to improve skills
- Learn the 9-step process for effective delegation and practice using it in a variety of scenarios
- Understand the Situational Leadership Model and how to apply it to reach the ultimate goal of delegating

### **Honesty and Integrity**

- Define honesty and integrity
- Complete an honesty and integrity self-assessment
- Identify and analyze real-world stories of honesty and integrity in the news
- Problem solve workplace scenarios involving questions of honesty and integrity

### **Diplomacy and Tact**

- Define tact and diplomacy and how these skills are used in effective leadership
- Learn strategies for communicating with tact
- Identify the six essential diplomacy characteristics and how to use each

### **Determination**

- To create a personal definition of determination
- Understanding what determination looks like in the workplace
- Research and present an example of a leader who demonstrates determination

### **Empathy**

- Understand the definition of empathy
- Complete an empathy self-assessment in order to identify areas of self-improvement in the skill
- Learn the four competencies of Emotional Intelligence (EI) and the role of empathy in social awareness

### **Servant Leadership**

- Identify the ten characteristics of servant leadership
- Take a personal self-assessment Describe an example of a servant leader they have seen in their lives
- Research a servant leader and identify how they exemplified the traits

### **Team Building**

- Understand the five steps to team building and put them to practice in a teamwork scenario
- Learn the 9 roles on a team and take a self-inventory to determine personal tendencies
- Work as a team to solve a survival challenge

### **Visionary Leadership**

- Identify the ten traits of a visionary leader and how visionary leadership is defined
- Learn to use visualization as a technique to help you see and reach your goals
- Identify a charismatic leader that exemplifies visionary leadership and share this information in a class presentation

### **Optimism**

- Be able to define optimism and positivity
- Discover self-tendencies to be an optimist or pessimist
- Discover ways to increase optimism
- Apply optimistic thinking, turning negative situations into positive ones

### **Public Speaking**

- Define the term glossophobia and how to overcome it
- Identify the traits of an effective public speaker
- Compare and contrast illustrated talks vs. demonstration
- Apply their knowledge of public speaking by preparing and delivering an oral presentation

### **Observation**

- Identify ten ways to develop observation skills and understand how each way makes a person a more astute observer
- Students test themselves to see how observant they are
- Students problem-solve on a team to see how they fit into the larger picture

### **Creativity**

- Learn how the five-step creative process works for finding innovative solutions
- See how to use creative warmup activities to jumpstart innovative ideas
- Apply the five-step creative process to solve a real-world problem for persons with special needs

### **People Skills**

- Understand what people skills are and the importance to effective leadership
- Take a personal self-assessment of people skills
- Apply people skills to leadership scenarios