

Syllabus

Course Overview

Some view leadership as a series of specific traits or characteristics. Others say that leadership comprises certain skills and knowledge. So you might then ask the question, "What *is* leadership?"

Leadership can be loosely defined as a social interaction or relationship that requires the mobilizing, influencing, and guiding of others toward desired goals. As a learner in this course, you will develop an advanced understanding of the role of leadership, including the skills of communicating effectively and executing the practices of exemplary leadership.

Your studies will also focus on the following leadership skills, as outlined in *The Leadership Challenge* text by Kouzes and Posner (2017):

- Modeling the way.
- Inspiring a shared vision.
- Challenging the process.
- Enabling others to act.
- Encouraging the heart.

Assignments

Week 2: Assess your leadership abilities in a job application questionnaire. – 20% of final grade. **Scoring Guide**

Week 4: Draft a professional response to a fictional supervisor that identifies a successful leader and describe what makes them successful and compares their approaches, styles, values, and other important leadership attributes to your own. – 30% of final grade. **Scoring Guide**

Week 5: Create a 5-minute presentation for a committee kickoff meeting in which you describe your leadership role, team composition, and how to foster collaboration. – 30% of final grade. **Scoring Guide**

Discussions

Participation in discussions will count for 20% of your final grade. View Discussion Participation Scoring Guide.

Week 1: Discuss your thoughts on the keys to effective leadership.

Week 3: Discuss *two* teams with which you have been associated. Share your experiences with one favorable and one unfavorable team.

Reference

Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations* (6th ed.). Hoboken, NJ: Wiley.

Course Competencies

(Read Only)

To successfully complete this course, you will be expected to:

- 1 Analyze leadership traits and styles.
- 2 Apply accepted leadership practices and behaviors.
- 3 Communicate professionally and effectively.

Course Prerequisites

Learners who have received credit for BUS3010 may not take BUS3012

Syllabus >> Course Materials

Required

The materials listed below are required to complete the learning activities in this course.

Library

The following required readings are provided in the Capella University Library or linked directly in this course. To find specific readings by journal or book title, use [Journal and Book Locator](#). Refer to the [Journal and Book Locator library guide](#) to learn how to use this tool.

- Bloomberg (Producer). (2012). *Magic Johnson* [Video]. Films On Demand.
- Downey, S. N., Werff, L., Thomas, K. M., & Plaut, V. C. (2015). *The role of diversity practices and inclusion in promoting trust and employee engagement*. *Journal of Applied Social Psychology*, 45(1), 35–44.
- Educational Video Group (Producer). (2012). *Great speeches, volume 1 (Platinum edition): Martin Luther King Jr.* [Video]. Films On Demand.
- Gotsis, G., & Grimani, K. (2016). *Diversity as an aspect of effective leadership: Integrating and moving forward*. *Leadership & Organization Development Journal*, 37(2), 241–264.
- Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations (6th ed.)*. Hoboken, NJ: Wiley.
- Window to the World Communications (Producer). (2001). *Jack Welch: Icon of leadership* [Video]. Films On Demand.
- Window to the World Communications (Producer). (2010). *TEDTalks: Sheryl Sandberg—Why we have too few women leaders* [Video]. Films On Demand.
- Window to the World Communications (Producer). (2013). *TEDTalks: Elon Musk—The mind behind Tesla, SpaceX, SolarCity . . .* [Video]. Films On Demand.

External Resource

Please note that URLs change frequently. While the URLs were current when this course was designed, some may no longer be valid. If you cannot access a specific link, contact your instructor for an alternative URL. Permissions for the following links have been either granted or deemed appropriate for educational use at the time of course publication.

- Lundi, D., Taylor, T.-A., Nguyen, C., & Tiarachristie, G. (2018). *Creating a diversity committee: Lessons from APA's New York Metro Chapter* [Blog post]. Retrieved from <https://www.planning.org/blog/blogpost/9146276/>
- Sinek, S. (2009, September). *Simon Sinek: How great leaders inspire action* [Video]. Retrieved from http://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action.html

Suggested

The following materials are recommended to provide you with a better understanding of the topics in this course. These materials are not required to complete the course, but they are aligned to course activities and assessments and are highly recommended for your use.

Optional

The following optional materials are offered to provide you with a better understanding of the topics in this course. These materials are not required to complete the course.

Unit 1 >> Introduction to Leadership Principles and Practices

Introduction

What Makes an Effective Leader?

Leadership can be an abstract concept. You know strong leadership when you see it, but can you say why a certain leader is great and another lacking? The path to understanding leadership can be a mix of intuition and understanding principles and practices common to effective leaders. Chances are you are planning to be a leader in your career (maybe, you already are) and knowing how to answer why a leader is adept or weak, will inevitably make you a stronger leader. Let us take look at the fundamentals and examples of sound leaders and leadership.

We begin our journey in this course by identifying the five practices of exemplary leadership and the 10 commitments of leadership, as identified by Kouzes and Posner (2017).

To-Do List:

- **Discussion:** Discuss your thoughts on the keys to effective leadership.
- **What You Need to Know:** Read about characteristics that are prevalent in successful leaders.
- **Prepare:** Review Capella resources for SafeAssign, academic honesty, Capella Writing Center, APA Style and formatting, and Smarthinking.
- **Prepare:** Sign up for your free *Wall Street Journal* access.

Reference

Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations* (6th ed.). Hoboken, NJ: Wiley.

Learning Activities

u01s1 - Activity Overviews

Discussion Overview

Discuss your thoughts on the keys to effective leadership.

u01s2 - What You Need to Know

Leadership Principles and Practices

Leaders are people that make things happen. How do they do it? What tools, practices, habits, et cetera allow them to make an impact? One personal trait that a leader much inspire is credibility. Without it, one cannot lead. The following readings explore these concepts:

Complete the following readings:

- Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations (6th ed.)*. Hoboken, NJ: Wiley.
 - Chapter 1, "When Leaders Are at Their Best."
 - Leaders must make a commitment to clarify values. When beginning your leadership journey, it is essential that you find your voice and affirm shared values.
 - Chapter 2, "Credibility Is the Foundation of Leadership."
 - To be credible example, leaders need to live their shared values as well as teach others to model the way.

View the following Capella multimedia presentation:

- [Three Circles of Effective Leadership](#).
 - This video explores interpersonal relationship and motivational leadership skills.

Profiles in Leadership

View the following video:

- Sinek, S. (2009, September). *Simon Sinek: How great leaders inspire action [Video]*. Retrieved from http://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action.html

u01s3 - Prepare: Academic Resources

Academic Resources

- [Capella University Library](#).
- [SafeAssign](#): An integral part of your success at Capella and an important component of ethical scholarship is the appropriate use of references and citations to give credit to the ideas and words of others. So, as you write your papers, you will use SafeAssign to check your drafts. SafeAssign is a source-matching tool provided free to Capella learners. You can access this feature through your courseroom. It analyzes the writing you submit for unintentional plagiarism and improper source referencing. You may use this SafeAssign link multiple times to resubmit a material for analysis.

Academic Honesty

- Read the [University Policy 3.01.01: Academic Integrity and Honesty \[PDF\]](#).
- Browse [Academic Honesty & APA Style and Formatting](#) on Campus.

Capella Writing Center

- Familiarize yourself with the [Capella Writing Center](#).
- Explore the Writing Center's information on the [Smarthinking](#) web-based tutoring service, which is offered to all Capella learners free of charge.

u01s4 - Prepare: Wall Street Journal Access

As you work to improve your business skills, it is important to learn to think like a business professional. One great practice is to regularly review business publications, such as *The Wall Street Journal*.

Sign Up for Your Free Wall Street Journal Access

Capella has secured full online access for you to *The Wall Street Journal*. This daily newspaper provides coverage of headlines and breaking news in the United States and around the globe, with a focus on business issues that are pertinent to you.

By regularly reviewing *The Wall Street Journal*, you can educate yourself, explore new ideas, and interact in a more informed way within your courses and the business world. *The Wall Street Journal* can guide you in answering discussions, creating assignments, writing final papers, handling ethical and business issues, and so much more. This is an optional resource, but one that we hope you will find valuable in your academic and work life.

There are two ways that you can interact with *The Wall Street Journal* through Capella:

1. **Subscription:** You have full access to *The Wall Street Journal* through your computer, smart phone, tablet, or other electronic device. We suggest that once a week you log in and browse through the recent stories. Make notes of how you might use what you read to inform your discussions, support assignments, and help you move forward in your program and career. We hope that in just 15–30 minutes of browsing the journal each week, you will find compelling stories related to your coursework that encourage further discussions with your classmates and instructor.
2. **The Wall Street Journal Campus page:** As we continue to collaborate with *The Wall Street Journal*, we will be offering more content such as webinars, the WSJ RSS news feed, and more. You can access your subscription to *The Wall Street Journal*, weekly reviews, and more through this single Campus link that you should bookmark and keep handy.

u01d1 - Write Your Discussion Post

Keys to Effective Leadership

In the introduction of their text *Strengths Based Leadership*, Rath and Conchie (2009) ask, "What are the keys to being a more effective leader?" (p. 2). According to the text, a team of experts was assembled to address this question and they produced three key findings:

1. The most effective leaders are always investing in strengths.
2. The most effective leaders surround themselves with the right people and then maximize their team.
3. The most effective leaders understand their followers' needs. (Rath & Conchie, pp. 2–3)

What do you think of these findings? Do you agree or disagree with these conclusions? Why? Describe how you have seen each of these keys used by a leader. Could that leader be you? If so, describe how you used these keys.

Response Guidelines

Read the posts of your peers and respond to at least two. In each response, include additional thoughts or reflections that further the discussion. If possible, respond to peers who have not already received feedback.

Reference

Rath, T., & Conchie, B. (2009). *Strengths based leadership: Great leaders, teams, and why people follow*. New York, NY: Gallup Press.

Course Resources

Undergraduate Discussion Participation Scoring Guide

Unit 2 >> Sharing Values and Vision

Introduction

Inspiring Shared Vision

Walt Disney said:

We keep moving forward, opening new doors, and doing new things, because we're curious and curiosity keeps

leading us down new paths. If you can dream it, you can do it. All our dreams can come true, if we have the courage to pursue them.

These words could be truer and more critical for effective leaders to embrace. Leaders need to model the way and inspire a shared vision for their followers.

This week, you continue to explore Kouzes and Posner's five practices of effective leadership, focusing on the practice of inspiring a shared vision. This practice calls upon the leader to envision the future and enlist others to follow.

To-Do List:

- **Assignment:** Assess your leadership abilities in a job application questionnaire.
- **What You Need to Know:** Review resources on leadership values and leading by example.

Learning Activities

u02s1 - Activity Overviews

Assignment Overview

Assess your leadership abilities in a job application questionnaire.

u02s2 - What You Need to Know

Sharing Values and Vision

Walt Disney said:

We keep moving forward, opening new doors, and doing new things, because we're curious and curiosity keeps leading us down new paths. If you can dream it, you can do it. All our dreams can come true, if we have the courage to pursue them.

These words could not be more true and critical for effective leaders to embrace. Leaders need to model the way and inspire a shared vision for their followers.

Complete the following readings:

- Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations (6th ed.)*. Hoboken, NJ: Wiley.
 - Chapter 3, "Clarify Values."
 - Leaders have to make a commitment to clarify values. When beginning your leadership journey, it is essential that you find your voice and affirm shared values.
 - Chapter 4, "Set the Example."
 - To set the example, you need to live the shared values as well as teach others to model the way.
 - Chapter 5, "Envision the Future."
 - Strong leaders, like Walt Disney have a clear vision of the future. There were also matters at enlisting other to see and believe in that future.

Profiles in Leadership

View the following video:

- Educational Video Group (Producer). (2012). *Great speeches, volume 1 (Platinum edition): Martin Luther King Jr. [Video]*. Films On Demand.

u02a1 - Leadership Self-Assessment

Overview

Complete an employment application questionnaire asking you to analyze a personal leadership experience.

Preparation

Use the following to complete this assignment.

- [Western Medical Application Questionnaire \[PDF\]](#).
- [Application Questionnaire Response Template \[DOCX\]](#).

Scenario

After exploring online job postings, you submitted an application and resume to Western Medical Enterprises. A few days later, you received the following e-mail:

Western Medical HR E-mail

Dear Applicant,

Thank you for your interest in employment at Western Medical Enterprises. We have received your application packet. The next step for all candidates is to provide a narrative response to the questions in the attached document. Please return your completed document to me.

Once we receive your responses, we will review them and notify you of the next steps.

Good luck!

Sincerely,

Thomas Hardy
Human Resources Recruiter
Western Medical Enterprises

Instructions

Respond to the scenario by answering the questions in the [Western Medical Application Questionnaire \[PDF\]](#) using the [Application Questionnaire Response Template \[DOCX\]](#). Please refer to the scoring guide for details on how your assignment will be evaluated.

Submission Requirements

Your assignment should also meet the following requirements:

- **Format:** Complete this assignment using the Application Questionnaire Response Template.
- **APA format:** Use current [APA Style and Format](#) guidelines.
- **Length:** 2,250–3,000 words.
- **Font and font size:** Times New Roman, 12 point, using double-spaced lines.
- **Written communication:**
 - Express your main points, arguments, and conclusions coherently.
 - Use correct grammar and mechanics.
 - Proofread your writing.

Note: Your instructor may use the [Writing Feedback Tool](#) when grading this assignment. The Writing Feedback Tool is designed to provide you with guidance and resources to develop your writing based on five core skills. You will find writing feedback in the Scoring Guide for the assignment, once your work has been evaluated. Learn more about the Writing Feedback Tool on the course Tools and Resources page.

Competencies Measured

By successfully completing this assignment, you will demonstrate your proficiency in the following course competencies and assignment criteria:

- Competency 1: Analyze leadership traits and styles.
 - Analyze one's own leadership qualities and actions relative to a specific experience.
- Competency 2: Apply accepted leadership practices and behaviors.
 - Analyze one's own actions designed to motivate and foster collaboration among stakeholders.

- Competency 3: Communicate professionally and effectively.
 - Convey clear meaning in active voice, with minimal issues in grammar, usage, word choice, spelling, or mechanical errors.
 - Describe an instance where one was required to lead a team to collaborate.

Portfolio Prompt: You should consider adding this assignment to your personal ePortfolio. For more information on ePortfolio, visit the Campus [ePortfolio](#) page.

Unit 3 >> Enlisting Others in Opportunity and Risk

Introduction

Collective Opportunity and Risk

What is the difference between opportunity and risk? Sometimes, they are one and the same. When is a risk merited or an opportunity missed? A strong leader helps provide guidance on how to approach these questions. A lot can be told about a leader and the risks they take and the opportunities they seize. How do effective leaders enlist people to participate in this game of risk and reward?

This week, you focus on challenge of leaders to encourage taking risk and pursuing opportunity.

To-Do List:

- **Discussion:** Discuss *two* teams with which you have been associated. Share your experiences with one favorable and one unfavorable team.
- **What You Need to Know:** Review resources on enlistment and risk-taking.

Learning Activities

u03s1 - Activity Overviews

Discussion Overview

Discuss *two* teams with which you have been associated. Share your experiences with one favorable and one unfavorable team.

u03s2 - What You Need to Know

Enlisting Others in Seeking Opportunities and Risk-Taking

Getting stakeholder and subordinates to buy-in to vision, policies, strategies, et cetera, often involves encouraging others to take risk and search for opportunity. The following resources explore these concepts.

Complete the following readings:

- Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations (6th ed.)*. Hoboken, NJ: Wiley.
 - Chapter 6, "Enlist Others."
 - It is important for leaders to enlist the support of others, and animating one's vision is a good way to get your followers on board.
 - Chapter 7, "Search for Opportunities."
 - Leaders know that to advance forward, they have to create initiatives that result in innovative ways to improve and advance their organization.
 - Chapter 8, "Experiment and Take Risks."

- Effective leaders are risk-takers. They search for opportunities which create small wins and are learning experiences.

View the following Capella informational item:

- [Leadership Styles and Characteristics](#).
 - This highlights the styles and characteristics commonly associated with effective leadership.

Profiles in Leadership

View the following video:

- Window to the World Communications (Producer). (2001). [Jack Welch: Icon of Leadership \[Video\]](#). Films On Demand.

u03d1 - Write Your Discussion Post

Maximizing the Team

Rath and Conchie state (2009), "In most cases, leadership teams are a product of circumstances more than design." They go on to say that "rarely are people recruited to an executive team because their strengths are the best compliment to those of the existing team members" (p. 21).

Perhaps, this is the case with teams in general. Everyone has had both favorable and unfavorable team experiences.

- Describe the best team you have ever been associated with and explain why it resulted in a favorable experience. What was the leader like and what did he or she do to maximize the strengths of the team? What additions would you have made, as a leader, to improve on the experience?
- Describe the worst team you have been associated with, and explain why it was an unfavorable experience. What was the leader like and what did he or she do that resulted in an unfavorable experience of the team? What additions would you have made, as a leader, to enhance the unfavorable experience?

Response Guidelines

Read the posts of your peers and respond to at least two. In each response, consider:

- What are the differences and similarities between your team experience and your peer's?

Include additional thoughts or reflections that advance the discussion. If possible, respond to peers who have not already received feedback.

Reference

Rath, T., & Conchie, B. (2009). *Strengths based leadership: Great leaders, teams, and why people follow*. New York, NY: Gallup Press.

Course Resources

Undergraduate Discussion Participation Scoring Guide

Unit 4 >> Collaboration and Empowerment

Introduction

Collaboration and Empowerment

How do you get people to work together for a shared vision? Is it a trick, a carrot and stick, is it getting people to *drink the KoolAid*?

There are many means, but without giving other the power to act, a leader would end up doing everything themselves.

Could you relinquish power and authority to others? How, and how much?

This week, you explore how leaders foster collaboration and empower their people.

To-Do List:

- **Assignment:** Draft a professional response to a fictional supervisor that identifies a successful leader and describe what makes them successful and compares their approaches, styles, values, and other important leadership attributes to your own.
- **What You Need to Know:** Review resources on collaboration and empowerment.

Learning Activities

u04s1 - Activity Overviews

Assignment Overview

Draft a professional response to a fictional supervisor that identifies a successful leader and describe what makes them successful and compares their approaches, styles, values, and other important leadership attributes to your own.

u04s2 - What You Need to Know

Collaboration and Empowerment

Leaders need to foster collaboration. This can be accomplished by building trust, facilitating relationships, and empowering others. The following resources explore these topics.

Complete the following readings:

- Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations* (6th ed.). Hoboken, NJ: Wiley.
 - Chapter 9, "Foster Collaboration."
 - This chapter examines how to foster collaboration by building trust and facilitating relationships.
 - Chapter 10, "Strengthen Others."
 - This chapter examines how to strengthen others by increasing self-determination and developing competence.

Profiles in Leadership

View the following videos:

- Window to the World Communications (Producer). (2010). *TEDTalks: Sheryl Sandberg—Why we have too few women leaders* [Video]. Films On Demand.
- Bloomberg (Producer). (2012). *Magic Johnson* [Video]. Films On Demand.

u04a1 - Leadership and Group Collaboration

Preparation

Use the following resources to complete this assignment:

- [Leadership and Group Collaboration Scenario \[PDF\]](#).
- [Leadership and Group Collaboration Response Template \[DOC\]](#).

Instructions

Draft a professional response to your supervisor in the [Leadership and Group Collaboration Scenario \[PDF\]](#) using the [Leadership and Group Collaboration Response Template \[DOC\]](#).

Submission Requirements

Your assignment should also meet the following requirements:

- **Format:** Complete this assignment using the Leadership and Group Collaboration Response Template.
- **APA format:** Apply current [APA Style and Format](#) guidelines formatting to all in-text citations and references.
- **Length:** 1,500–2,000 words.
- **Font and font size:** Times New Roman, 12 point, using double-spaced lines.
- **Written communication:**
 - Express your main points, arguments, and conclusions coherently.
 - Use correct grammar and mechanics.
 - Proofread your writing.

Note: Your instructor may use the [Writing Feedback Tool](#) when grading this assignment. The Writing Feedback Tool is designed to provide you with guidance and resources to develop your writing based on five core skills. You will find writing feedback in the Scoring Guide for the assignment, once your work has been evaluated. Learn more about the Writing Feedback Tool on the course Tools and Resources page.

Competencies Measured

By successfully completing this assignment, you will demonstrate your proficiency in the following course competencies and assignment criteria:

- Competency 1: Analyze leadership traits and styles.
 - Analyze why a chosen leader is well-suited for a specified project.
 - Compare one's own leadership traits against those of a successful leader.
 - Analyze one's own strengths and weaknesses in the context of a project.
- Competency 2: Apply accepted leadership practices and behaviors.
 - Describe an approach that would likely be effective in facilitating collaboration among a professional team.
- Competency 3: Communicate professionally and effectively.
 - Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.

Portfolio Prompt: You should consider adding this assignment to your personal ePortfolio. For more information on ePortfolio, visit the [Campus ePortfolio](#) page.

Unit 5 >> Celebrating Contribution and Victory

Introduction

Encouraging the Heart

Imagine you have convinced people to follow you. You have asked for their trust, support, and sacrifice. How long do you think you could maintain this if there is no reward (a question many despots ask themselves)? The truth is, when there is opportunity and options, not very long. It is important to understand how to *encourage the heart* of your followers and supporters. How is this best done?

This week, you are introduced to Kouzes and Posner's (2017) final practices of effective leadership, which they call *encouraging the heart*. Effective leaders realize that employees should be recognized for a job well done. While some people prefer public praise and others prefer personal recognition, most employees want to be recognized in some way.

To-Do List:

- **Assignment:** Create a 5-minute presentation for a committee kickoff meeting.
- **What You Need to Know:** Review resources on celebrating victory and contribution.

Reference

Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations* (6th ed.). Hoboken, NJ: Wiley.

Learning Activities

u05s1 - Activity Overviews

Assignment Overview

Create a 5-minute presentation for a committee kickoff meeting in which you describe your leadership role, team composition and how to foster collaboration.

u05s2 - What You Need to Know

Celebrating Contribution and Victory

Encouraging the heart is a leadership behavior that builds positive working relationships, which increases productivity. It also has benefits on both personal and organizational levels. Regarding the personal level, feeling good about one's work and accomplishments feed engagement, which in turn feeds productivity and the bottom line. You will come to see that leadership involves everyone. The following resources explore these concepts.

Complete the following readings:

- Kouzes, J. M., & Posner, B. Z. (2017). *The leadership challenge: How to make extraordinary things happen in organizations* (6th ed.). Hoboken, NJ: Wiley.
 - Chapter 11, "Recognize Contributions."
 - Leaders need to recognize the contributions of others by showing appreciation for individual excellence.
 - Chapter 12, "Celebrate the Values and Victories."
 - Leaders need to celebrate the values and victories by creating a spirit of community.
 - Chapter 13, "Leadership is Everyone's Business."
 - Leadership is not about a title or an organization. It is about relationships, credibility, passion, conviction, and what you do.

Diversity and Team Building

The following resources explore the diversity component of leadership.

- Gotsis, G., & Grimani, K. (2016). [Diversity as an aspect of effective leadership: Integrating and moving forward](#). *Leadership & Organization Development Journal*, 37(2), 241–264.
- Downey, S. N., Werff, L., Thomas, K. M., & Plaut, V. C. (2015). [The role of diversity practices and inclusion in promoting trust and employee engagement](#). *Journal of Applied Social Psychology*, 45(1), 35–44.
- Lundi, D., Taylor, T.-A., Nguyen, C., & Tiarachristie, G. (2018). [Creating a diversity committee: Lessons from APA's New York Metro Chapter \[Blog post\]](#). Retrieved from <https://www.planning.org/blog/blogpost/9146276/>

Profiles in Leadership

View the following video:

- Window to the World Communications (Producer). (2013). [TEDTalks: Elon Musk—The mind behind Tesla, SpaceX, SolarCity . . .](#) [Video]. Films On Demand.
 - This video offers added insight into effective leadership and its approaches.

PowerPoint Hints

Review the following Campus resource:

- [Guidelines for Effective PowerPoint Presentations \[PPTX\]](#).

u05a1 - Diversity Project Kickoff Presentation

Overview

In this assignment, you will create a 5-minute presentation for a committee kickoff meeting in which you describe your leadership role, team composition, and how to foster collaboration.

Preparation

Complete the following:

- Use the [PowerPoint Template \[PPTX\]](#) to complete this assignment. View the [Guidelines for Effective PowerPoint Presentations \[PPTX\]](#) if you are new to PowerPoint.
- Kaltura (optional): While you have the option to use the tools most familiar to you to create your narrated PowerPoint presentation, Capella also offers learners access to Kaltura, a tool that can be used to record presentations using a web cam and microphone. Learn more about Kaltura on the Tools and Resources page. Regardless of how you choose to submit your narrated presentation, you will need to make sure it is submitted in a file format your instructor is able to access.

Scenario

Imagine that Lynette follows up with you in an e-mail shortly after reading your views on leadership and collaboration.

E-mail From Lynette

Hi,

Thanks for sending me your thoughts on the diversity issue at the Lakeland Clinic. The next step is for you to select a team of professionals who can help you in this project and prepare an introduction of the project for a first meeting with them.

I want you to prepare a presentation to serve as a brief, but substantive introduction for the first meeting with a group of four members who will participate on the committee tasked with addressing the diversity issue.

The presentation should be approximately 5 minutes (use as many slides as required with detailed speaker's notes) so I can understand your approach. Not a lot of time or space, so keep things pretty high level. Do the following:

1. Briefly outline the project goals and highlight 2–3 of the initial priorities to be addressed by the group.
2. Explain the composition of your ideal team and why you chose them. (Note that you will not know the exact personnel yet, but assume we will recruit the people with the desired qualities and characteristics that you outline in the presentation.) Provide brief description of the type of professionals you believe can help define the problem and ultimately make recommendations on how to address it. You'll want the group to be diverse and with each member being able to provide a unique perspective.
3. Explain your role and describe how the committee will work together and achieve effective interprofessional collaboration.
 - Describe how the group will communicate. Include how and when they will meet.
 - Describe how ideas will be shared and decisions made.
 - Describe roles, group function, and structure.

Thanks,

Lynette

Instructions

Use the [PowerPoint Template \[PPTX\]](#) (and Kaltura or similar software) to create an approximately 5-minute narrated presentation with visuals in response to the above scenario.

Presentation Guidelines

Be sure your presentation meets the following requirements:

- **Length:** Approximately 5 minutes (use as many slides as required).
- **Visuals:** Create visuals that are easily read and interpreted. Use colors, fonts, formatting, and other design principles that make the information clear and generally add to the aesthetic of the presentation.

Please refer to the scoring guide for details on how your assignment will be evaluated.

Note: Your instructor may use the [Writing Feedback Tool](#) when grading this assignment. The Writing Feedback Tool is designed to provide you with guidance and resources to develop your writing based on five core skills. You will find writing feedback in the Scoring Guide for the assignment, once your work has been evaluated. Learn more about the Writing Feedback Tool on the course Tools and Resources page.

Competencies Measured

By successfully completing this assignment, you will demonstrate your proficiency in the following course competencies and assignment criteria:

- Competency 1: Analyze leadership traits and styles.
 - Justify one's own criteria and choice for committee members.
- Competency 2: Apply accepted leadership practices and behaviors.
 - State goals and initial priorities that reasonably reflect the project.
 - Describe a plan to facilitate effective interprofessional collaboration among a committee.
- Competency 3: Communicate professionally and effectively.
 - Create an organized presentation that clearly communicates specified content.
 - Organize content so ideas flow logically with smooth transitions.

Portfolio Prompt: You should consider adding this assignment to your personal ePortfolio. For more information on ePortfolio, visit the [Campus ePortfolio](#) page.