

Student Learning Plan

Unit 2: Leadership Theory and Application

Management Skills [U2C6L3]



Why this is important:

Good management is an essential tool of leaders as they perform their duties. Skillful use of basic management principles is seldom an accident. It is the result of clear purpose, earnest effort, and intelligence. In this learning plan you will explore ways to lead and manage activities.



What you will learn to do:

(Competency)

Assess personal management skills

Linked Core Abilities

Take responsibility for your actions and choices

Apply critical thinking techniques



How you will know when you are succeeding:

You will demonstrate your competence:

- by analyzing your management performance and reflecting on ways to improve

Your performance will be successful when:

- you self assess your management performance using a Management Scoring Guide
- you reflect on peer assessments from two cadets
- you reflect on ways you can better plan, organize, coordinate, direct, and control when managing a situation



Knowledge and skills you will learn along the way:

(Learning Objectives)

- a. Identify five management principles
- b. Compare management skills and leadership skills
- c. Define key words: management, mandatory, procrastinate, resources, visualize



Learning Activities:

These learning activities are designed to help you learn the target skills and knowledge for this lesson. Your instructor may assign additional or alternative learning activities.

2 Management Skills [U2C6L3]

- ____ 1. PREVIEW this learning plan including the competency, core abilities, learning objectives, performance standards, learning activities, and assessment activities. COMPARE and contrast the duties and traits of leaders and managers by creating Double Bubble Maps. IDENTIFY people you respect who are effective leaders and good managers Note; You may tie Winning Colors in by determining what color the leaders and managers would most likely be representing. [Work with a partner] ADD your reflection question responses to your Cadet Notebook. [Work independently]
- ____ 2. [SELF-PACED OPTION] CARRY OUT Learning Activity 1 independently.
- ____ 3. IDENTIFY criteria to effectively plan, organize, coordinate, direct, or control a project. GATHER INFORMATION about your assigned phase by reading Section 3: Management Skills in Chapter 6 of the student text. SEEK additional guidelines from other sources such as notes from previous lessons and/or literature by a respected management expert. [Work with a team] SHARE your criteria with the class. COMBINE criteria of all five phases to CREATE a Managing Scoring Guide. [Work with the class] ANSWER the review questions at the end of the section. ADD responses to review questions and reflection questions to your Cadet Notebook. [Work independently]
- ____ 4. [SELF-PACED OPTION] CARRY OUT Learning Activity 3 independently. IDENTIFY criteria for all five management phases.
- ____ 5. COMPLETE Exercise 1: Sister Sister to practice implementing management strategies. ASSESS the performance using the Managing Scoring Guide created in the previous activity. [Work with a team] RECORD reflection question responses in your Cadet Notebook. [Work independently]
- ____ 6. [SELF-PACED OPTION] OBSERVE and INTERVIEW someone who is managing an activity. ASSESS the person's performance using the Managing Scoring Guide created in the previous activity. RECOMMEND ways the person can improve his or her management performance. ADD your assessment, recommendation, and reflection question responses to your Cadet Notebook.
- ____ 7. OBTAIN the Management Skills Assessment Task from your instructor. PREVIEW the Management Skills Scoring Guide and the Managing Scoring Guide. CREATE a Flow Map to pre-plan your actions during the five phases of managing a task such as Leadership Lab, Cadet Challenge, or a service project. DOCUMENT your actions as you manage the task. [Work independently] RECORD reflection question responses in your Cadet Notebook.
- ____ 8. [SELF-PACED OPTION] CARRY OUT Learning Activity 7 independently.



Assessment Activities:

These assessment activities will enable you to show that you have learned the target skills and knowledge for this lesson. Your instructor may assign additional or alternative assessment activities.

- ____ 1. SELF-ASSESS and PEER-ASSESS your ability to manage an activity using the class-designed Managing Scoring Guide.
- ____ 2. COMPLETE the Management Skills Assessment Task. SELF-ASSESS your work using the Scoring Guide. SUBMIT your work to your instructor for feedback and a grade.
- ____ 3. [SELF-PACED OPTION] Same as #1 and #2 above.