

# Program Outline

## Class XV

January 2022 – October 2022

Location: Yavapai College Verde Valley Campus

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\*NOTE: As Program progresses each month the Program Content Outline may be slightly modified due to learner developmental pace and/or needs requiring content changes.

### **Meeting Dates – 2<sup>nd</sup> Friday of each month**

January 14, 2022

February 11, 2022

March 11, 2022

April 8, 2022

May 13, 2022

June 10, 2022

July 8, 2022

August 12, 2022

September 9, 2022

October 14, 2022

**Required Readings and corresponding activities – Assigned Throughout Course VVL Program will provide these e-books or books to you.**

[Emotional Intelligence 2.0 by Travis Bradberry & Jean Greaves](#)

[The Leadership Challenge 6<sup>th</sup> Edition by James M. Kouzes and Barry Z. Posner](#)

[Top 5 Clifton Strengths Assessment](#)

<b>January 14, 2022</b>
8 am – 9 am VVL Board Welcome & Ice Breaker
9am – 10 am Program Overview & Responsibilities
10 am – 10:15 am - Break
10:15 – 12 pm – Team Building
12 pm – 1 pm - Lunch
<b>1 pm – 5 pm - Yavapai College</b>
<ul style="list-style-type: none"> <li>● Introduction to Yavapai College <ul style="list-style-type: none"> <li>○ Course Syllabus</li> <li>○ Program Content/Activities/Requirements/Expectations</li> <li>○ Learning Management System</li> </ul> </li> <li>● YOUR Specific Program Goals – “Before”</li> <li>● YOUR definition and list of Leadership Challenges</li> <li>● <b>SKILL:</b> Life-long Learning: Develop Personal Leadership Library <ul style="list-style-type: none"> <li>○ Note-taking apps – how to use and why</li> </ul> </li> <li>● <b>Monthly Action:</b> Create Notebook for VVL with content topics and drop current (w/1 2 yrs) resource(s) each Month.</li> <li>● <b>SKILL:</b> What is Emotional Intelligence?</li> <li>● <b>Monthly Action:</b> Assigned <i>Emotional Intelligence 2.0</i> reading. Chapters 1-4 (pgs. Foreword-59)</li> </ul>

<b>February 11, 2022</b>
<b>8 am – 5 pm Yavapai College</b>
<b>GUEST SPEAKER:</b>
<ul style="list-style-type: none"> <li>● <b>SKILL:</b> Professionalism – to include social media presence (LinkedIn &amp; Twitter)</li> <li>● REVIEW: EI Reading</li> <li>● <b>SKILL:</b> Written Communication <ul style="list-style-type: none"> <li>○ Responsiveness</li> <li>○ File Management</li> <li>○ How to write emails (hold each other accountable entire program) <ul style="list-style-type: none"> <li>▪ Signature Block</li> </ul> </li> <li>○ Professional Texts (hold each other accountable entire program)</li> </ul> </li> <li>● <b>SKILL:</b> Visual Communication <ul style="list-style-type: none"> <li>○ Presentation Skills</li> <li>○ How to create PPT/Prezi/Canva/etc presentations (Rule of 5 x 5) – learner will draw topic. 10 minute presentation will be in Month 4</li> </ul> </li> <li>● Action: Develop plain white PPT slides draft with bullets and notes and images/charts/etc.</li> <li>● <b>SKILL:</b> Verbal Communication USE EI <ul style="list-style-type: none"> <li>○ Listening</li> <li>○ Feedback</li> </ul> </li> <li>● <b>SKILL:</b> Impromptu Speaking Skills</li> <li>● Action: Assigned <i>Emotional Intelligence 2.0</i> reading. Chapters 5 and 6 (pgs. 60-134)</li> <li>● Action: Leadership Style Assessment</li> <li>● Action: Clifton Strengths Assessment <ul style="list-style-type: none"> <li>○ Align with Leadership Styles</li> </ul> </li> </ul>

<b>March 11, 2022</b>
<b>8 am – 12 pm Yavapai College</b>
<ul style="list-style-type: none"> <li>• Demonstration: Impromptu Speaking activity – peer feedback</li> <li>• PEER REVIEW: white PPT slides draft with bullets and notes and images/charts/etc.</li> <li>• REVIEW: EI Reading</li> <li>• <b>SKILL:</b> Leadership Styles</li> <li>• REVIEW: Clifton Strengths vs Leadership Styles. <ul style="list-style-type: none"> <li>○ In-class: Develop <i>Personal Leadership Plan</i> (Add 'Values' &amp; 'Purpose Statement' Month 10)</li> </ul> </li> <li>• <b>SKILL:</b> Leadership Challenges</li> <li>• <b>SKILL:</b> LinkedIn Lesson</li> <li>• Action: Assigned <i>Emotional Intelligence 2.0</i> reading. Chapters 7 and 8 (pgs. 135-223)</li> </ul>
<b>12 pm – 1 pm – Lunch</b>
<b>1 pm – 5 pm - Community Leadership with a focus on Leadership Styles &amp; Leadership Challenges</b>

<b>April 8, 2022</b>
<b>8 am – 12 pm Yavapai College</b>
<b>GUEST SPEAKER:</b>
<ul style="list-style-type: none"> <li>• <b>SKILL:</b> Diversity, Inclusion, and Cultural Competence</li> <li>• Demonstration: Individual presentations (10 mins each) – peer feedback</li> <li>• REVIEW: EI Reading</li> <li>• Action: Assigned <i>Emotional Intelligence 2.0</i> reading. Epilogue (pgs. 225-246) AND take Emotional Intelligence Test AND review test results to share w/ peers Month 5 session</li> <li>• Action: Peer critique LinkedIns</li> </ul>
<b>12 pm – 1 pm - Lunch</b>
<b>1 pm – 5 pm - Regional Sustainability &amp; Business &amp; Economic Development with a focus on Diversity, Inclusion &amp; Cultural Competence</b>

<b>April Day of Service</b>
<b>Participants to choose day / activity</b>

<b>May 13, 2022</b>
<b>8 am – 12 pm Yavapai College</b>
<ul style="list-style-type: none"> <li>• Demonstration: Impromptu Speaking activity – peer feedback</li> <li>• REVIEW: EI Reading and Test Results</li> <li>• <b>SKILL:</b> Cross-Generational Communication</li> <li>• <b>SKILL:</b> Ted Talk development lesson</li> <li>• Action: Ted Talk topic and outline (10-15mins!) due Month 6</li> <li>• Action: Assigned <i>The Leadership Challenge</i> (LC) reading. Introduction – Chapter 4 (pgs. xi – 92)</li> <li>• Action: LC Reading Application</li> <li>• Action: Any needed LinkedIn corrections/changes from peer critique feedback</li> </ul>
<b>12 pm – 1 pm - Lunch</b>
<b>1 pm – 5 pm - Education &amp; Youth with a focus on Cross-Generational Communication</b>

<b>June 10, 2022</b>	
<b>8 am – 12 pm Yavapai College</b>	
•	Demonstration: Impromptu Speaking activity – peer feedback
•	<b>SKILL:</b> Problem-Solving and Decision-Making
•	<b>SKILL:</b> Negotiation
•	REVIEW: LC Reading and Application
•	PEER REVIEW: TED Talk-style outlines
•	Action: Assigned <i>The Leadership Challenge</i> reading. Chapter 5 and Chapter 6 (pgs. 93-141)
•	Action: LC Reading Application
•	Action: Start posting LinkedIn content – original post, reactions to peer posts
•	Action: Create Twitter and start posting and reacting
<b>12 pm – 1 pm</b> - Lunch	
<b>1 pm – 5 pm</b> - Public Safety with a focus on Problem-Solving, Decision-Making & Negotiation	

<b>July 8, 2022</b>	
<b>8 am – 12 pm Yavapai College</b>	
•	REVIEW: LC Reading and Application
•	Demonstration: TED Talk-style (video presentation) w/ peer feedback
•	Action: Assign groups and topic for group presentation (30-45 mins depending on number of groups) – must have engagement activity. Due Month 9
•	Action: Assigned <i>The Leadership Challenge</i> (LC) reading. Chapter 7 and Chapter 8 (pgs.143 -192)
•	Action: LC Reading Application
<b>12 pm – 1 pm</b> - Lunch	
<b>1 pm – 5 pm</b> - Arts & Culture – Field trip	

<b>August 12, 2022</b>	
<b>8 am – 12 pm Yavapai College</b>	
<b>GUEST SPEAKER:</b>	
•	<b>SKILL:</b> Ethics
•	Demonstration: Impromptu Speaking activity – peer feedback
•	REVIEW: LC Reading and Application
•	Action: Assigned <i>The Leadership Challenge</i> (LC) reading. Chapter 9 and Chapter 10 (pgs.193 -244)
•	Action: LC Reading Application
<b>12 pm – 1 pm</b> - Lunch	
<b>1 pm – 5 pm</b> - Health & Wellness, with a focus on Ethics	

**September 9, 2022**

**8 am – 12 pm Yavapai College**

- REVIEW: LC Reading and Application
- Demonstration: Group Presentations/Training (30-45 mins depending on number of groups) - must have engagement activity
- Action: Assigned *The Leadership Challenge* (LC) reading. Chapter 11 – Chapter 13 (pgs.245 -313)
- Action: LC Reading Application

**12 pm – 1 pm - Lunch**

**1 pm – 5 pm Yavapai College**

- REVIEW: LC Reading and Application
- **SKILL:** Work-Life Balance
- Wrapping it all up
  - Leadership Challenges Conquered
- Putting it all together
  - Complete *Personal Leadership Plan* from Month 3
    - Share with peers
- REVIEW: YOUR Specific Program Goals – “Before” and “After”

**October 14, 2022**

**8 am – 5 pm – VVL Board**

- Feedback
- Synthesis Day.....
- Graduation