

Kurdistan Region Government

Ministry of Higher Education and Scientific Research

Erbil Polytechnic University

**Module (Course Syllabus) Catalogue**

**2023-2024**

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| **College/ Institute**  | **Erbil Technical Administration College** |
| **Department** | **International Marketing and language** |
| **Module Name** | **LEADERSHIP Skills** |
| **Module Code** | **LES603** |
| **Degree** | **Technical Diploma Bachler High Diploma Master PhD**\* |
| **Semester** | Sixth **Semester** |
| **Qualification** |  |
| **Scientific Title**  |  |
| **ECTS (Credits)** | **4** |
| **Module type** | **Prerequisite Core Assist.**\* |
| **Weekly hours** |  |  |
| **Weekly hours (Theory)** | **( )hr Class** | **( )Total hrs Workload** |
| **Weekly hours (Practical)** | **( )hr Class** | **( )Total hrs Workload** |
| **Number of Weeks** | **12** |
| **Lecturer (Theory)** | **Shirzad Mohammed Mahdi** |
| **E-Mail & Mobile NO.** | **shirzad.mahdi@epu.edu.iq-** **07503605533** |
| **Lecturer (Practical)** |  |
| **E-Mail & Mobile NO.** |  |
| **Websites**  | [**www.epu.edu.iq**](http://www.epu.edu.iq) |

**Course Book**

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| **Course Description** | The course provides a roadmap to achieving excellence in Leadership. It outlines the theoretical foundations of the concept of Leadership through a thorough review of leadership theories and provides students with the opportunity to understand what it takes to influence and empower others. The course takes students on a fascinating journey through history, business and science by studying great Leaders from all times and unveiling their secrets. The course presents behavioral models, tools and personality benchmarks that students may immediately implement into their own career path. The course requires personal intellectual curiosity and commitment, and, in addition to laying the theoretical foundations of leadership, will be experiential and practical in nature. People are the most important single factor to competitive advantage. One of Leader’s most important functions is to stimulate top performance from their people. This course presents the theories of motivation and performance management and provides students with the practical skills and tools in order to be effective in maximizing the potential of the human capital. The course offers a fine balance between key theoretical concepts and practical elements and will provide opportunities to develop real life Leadership Skills and Competences. |
| **Course objectives** | Gain greater understanding of a leader's responsibilities* Create and maintain an efficient, effective, and motivated team
* Maximize your team performance by understanding human behaviour and focusing on the needs of the individual and the team
* Improve your ability to communicate with the team and your customers
* Strengthen your techniques for managing the performance of the team.

**Leadership** is the art of motivating a group of people to act towards achieving a common goal. In a business setting, this can mean directing employees and colleagues with a strategy to meet the company's needs.In today’s business arena, challenges can arise at any time, and to be an effective leader you need to be able to respond to those challenges with intelligence, strategy, and expertise. Business success requires agile leaders who can skillfully lead through change, drive performance, and cultivate a people-first culture of engagement and accountability.In any organisation, leaders usually provide the direction towards the achievement of its goals and objectives. Leaders influence the attitudes and behaviour of their staff. Great leaders are secure in their role and in their ability to do their jobs. They communicate well with their teams and mentor their employees. They make sure they know what their teams need to do their jobs, and meet their own goals. They challenge their staff and hold them accountable, but they also take responsibility if the team fails at something. |
| **Student's obligation** | A student leader is anyone who takes on a voluntary role in the SU, including exec members, committee members, peer mentors, academic reps, fresher’s captains, and student trainers. As a student leader, you are in a position of responsibility to have a positive impact in the student community, running events and activities, making changes on your course, or providing support to your fellow students. Not only do student leaders do great things for their peers, but also develop valuable skills they can use in their future and access additional opportunities to help them develop further. We've bought information, resources, and opportunities together in this Hub to help you make the most of your time as a Student Leader. |
| **Required Learning Materials**  | استخدام وسائل **باستخدام (Data Show)، (Power Point)، (Weight Board) .** **-** الحلقات النقاشية اثناء المحاضرة مع امكانية عرض الافلام العلمية اذا سمح الوقت مع استخدام اسلوب الحلقات النقاشية لبعض المواضيع**.** |
| **Evaluation** | ‌ **Task** | **Weight (Marks)** | **Due Week** | **Relevant Learning Outcome** |
| Paper Review  |  |  |  |
| Assignments | Homework | 10 | 1-12 |  |
| Class Activity | 2 | 1-12 |  |
| Report | 0 | 1-12 |  |
| Seminar | 0 | 1-12 |  |
| Essay |  | 1-12 |  |
| Project | 16 | 1-12 |  |
| Quiz | 8 | 1-12 |  |
| Lab. |  |  |  |
| Midterm Exam | 24 |  |  |
| Final Exam | 40 |  |  |
| Total | 100 |  |  |
| **Specific learning outcome:** | * Students will develop critical thinking skills.
* Students will develop an understanding of change processes and be able to think critically about obstacles to change.
* Students will understand and be able to use a process for decision making.
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| **Course References‌:** | *Adair, J. (1988). Effective leadership. London. Pan Books.**Alimo-Metcalfe, B.; Alban-Metcalfe, J. (2005). Leadership: Time for a New Direction?**Leadership, 1 (1), 51-71.**Avery, G. C. (2005). Understanding Leadership. London: Sage Publications**Bass, B.M. (1985). Leadership and performance beyond expectations. New York: Free Press.**Bennis, W. (1994). On becoming a leader. (Rev. ed). Reading, MA: Perseus Books.**Bryman, A. (1996). Leadership in organizations. In Clegg S. R., Hardy, C. and Nord, W. R. (Eds). Handbook of Organization Studies, pp.276-292. London: Sage.**Conger, J.A. (1989). The charismatic leader: Behind the mystique of exceptional leadership. Jossey-Bass, San Francisco, CA.**Encyclopedia of Management (2009). Leadership Theories and Studies. In Encyclopedia of Management.*[*http://www.enotes.com/management-encyclopedia/leadership-theories-studies*](http://www.enotes.com/management-encyclopedia/leadership-theories-studies) |
| **Course topics (Theory)** | **Week** | **Learning Outcome** |
| WHO IS A LEADER? | First |  |
| QUALITIES OF A LEADER | Second |  |
| MANAGERS VS LEADERS | Third |  |
| CLASSIC LEADERSHIP STYLES | Fourth |  |
| THEORIES OF LEADERSHIP | Fifth |  |
| BEHAVIOURAL THEORIES OF LEADERSHIP | Sixth |  |
| CONTINGENCY THEORIESPATH GOAL THEORY | Seventh |  |
| SELF LEADERSHIP | Eighth |  |
| HIGH PERFORMANCE LEADERSHIP | Ninth |  |
|  | Tenth |  |
|  **Questions Example Design**1. **What is three key situational factors? With an example please, (7).**

Leader-member relations, Task structure, Position power.1. **What type of High Performing Leadership? (7).**

Leader as Vision Creator, Leader as Team Builder, Leader as Tasks Allocator, Leader as People Developer, Leader as Motivation Stimulator.1. **What is leadership communication?** (7)

Leadership communication is the controlled, purposeful transfer of meaning by which individuals influence a single person, a group, an organization1. **What types of the leadership Traits?** Focus, Passion, innovation, Involvement, Effective communication. (4)
2. **True B) False**

 1. **4. What are Benefits of super leadership?** Which of the following is a true statement. **(4)**
2. High team performance and flexibility, High follower development and self-confidence.
3. High team creativity and innovation, High long-term performance.
4. High ability of the team to work independently in the absence of a leader.
5. All of the above.
6. Not All of the above.
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|  **Extra notes:** I will assess the students continuously through their activities in the class. Any student with ideas about learning, and suggestions of alternative way of dealing with problems will be very welcomed.  |
| **External Evaluator**This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.*(A peer is person who has enough knowledge about the subject you are teaching, he/she has to be a professor, assistant professor a lecturer or an expert in the field of your subject).* |