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**BINGHAM UNIVERSITY KARU NASARAWA STATE NIGERIA**

**DIVISION OF GENERAL STUDIES**

**COURSE SYLLABUS**

# CATALOG DATA

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Course Code*** | GST 224 | | | | | | | |
| ***Course Name*** | Leadership Skills | | | | | | | |
| ***Level*** | 🞊 Under Graduate ⭘ Post- Graduate | | | | | | | |
| ***Course Language*** | 🞊 English ⭘ Others | | | | | | | |
| ***Course Type*** | ⭘Core Course ⭘ Elective 🞊General Course | | | | | | | |
| ***Credits*** | ***Theory*** | ***Practice*** | | ***Total Credit*** | |  | |  |
|  |  | | 2 | |  | |  |
| ***Prerequisites*** |  | | | | | | | |
| ***Course***  ***Instructors*** | Saidu Mona Cynthia | | ***Email*** | | ***Office*** | | ***Office Hours*** | |
| saidumonacynthia@gmail.com | |  | |  | |
| Tobi Johnson | | ***Email*** | | ***Office*** | | ***Office Hours*** | |
| ***johnsonoluwatobi@ymail.com*** | |  | |  | |
|  |  | | ***Email*** | | ***Office*** | | ***Office Hours*** | |
|  | |  | |  | |
| ***Lecture Hours*** |  | | | | | | | |
| ***Course Overview*** | The course seeks to enable students understand the fundamental leadership skills required for effective leadership. To attain this, students will be introduced to the:  • Concept of leadership and followership  • Understanding of the concepts of constituted authority  • Difference between leading and managing  • Basic Personality and leadership styles  • Motivation e.t.c  GST 224 is a two-credit unit course. It is a compulsory course for all undergraduate students of Bingham University. This course consists of ten lessons drawn from administrative and managerial settings in organisations with the aim of equipping students with the desired skills and knowledge of developing viable analytical mind and conceptual framework for addressing and overcoming leadership challenges they may face when occupying leadership positions in the future in Nigeria and elsewhere. | | | | | | | |

# COURSE AIMS AND LEARNING OUTCOMES

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| ***Learning Outcomes*** | It is expected that at the end of the course, students will be able to:  • define who a leader is and explain what leadership entails  • discuss the relationship between leaders and followers  • evaluate the criteria used for leadership choice  • identify traits and qualities of successful leaders and good followers  • appreciate the importance of delegating  • understand mentorship and its benefits |

# COURSE CONTENTS

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| ***General Thematic Topics*** | Leadership Skills and Followership motivation |
| Personality Styles and Leadership |
| Leading the Team: The Power of Purpose |

# WEEKLY LECTURE PLAN

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| ***Week*** | ***Topics*** |
| ***1*** | Concept of Leadership and Followership (who is a leader and a follower) |
| ***2*** | Concepts of Constituted Authority (Authority, Power, Influence, Legitimacy) |
| ***3*** | What are Leadership Skills? |
| ***4*** | Understanding Leading vs. Managing |
| ***5*** | Leadership & Philosophical Reasoning |
| ***6*** | Personality Style and Leadership: The Personality Matrix |
| ***7*** | Basic Leadership Styles (Autocratic, Democratic, and Laissez-faire styles) |
| ***8*** | Further Leadership Styles |
| ***9*** | Motivation : (Maslow’s, Herzberg’s, and McGregor’s) |
| ***10*** | Leading the Team: The Power of Purpose |
| ***11*** | Team Development Stages: Forming, storming, norming, performing, mourning |
| ***12*** | Delegating |
| ***13*** | Test |
| ***14*** | Mentoring |
| ***15*** | Revision |
| ***16*** | Final Examination |

# ASSESSMENT METHODS AND CRITERIA

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| ***Course***  ***Grading***  ***Policy*** | ***Method*** | ***Quantity*** | ***Percentage*** |
| *Attendance / Participation* | All registered students | - |
| *Quizzes/Pop Quizzes* |  | 20 |
| *Homework Assignments* |  | - |
| *Test* |  | 10 |
| *Final Exam* |  | 70 |
| *Total Marks* |  | 100 |

# ATTENDANCE / PARTICIPATION

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| ***Rules*** | Failure to attain 70% in attendance and participation in class activities amounts to failure in the course. |

# TEXTBOOKS AND REFERENCES

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| ***Textbooks*** | Crumb, C. (2005). Personality Styles: *We are all Different, Aren’t We?* C.E. Biz, http://www.ccrumb.com/articles/may05en.pdf  Dar, O.L. (2010). Trust in Co-Workers and Employee Behaviours at Work. *International Review of Business Research Papers. Vol. 6, pp. 194-204.*  http://www.bizresearchpapers.com/18.onglin%20Dar.pdf  Fogleman, G.R .(2012). The Leadership-Integrity Link, *Concepts for Air Force Leadership.* http://www.au.af.mil/au/awcgate/au-24/fogleman.pdf  Mindtool.com. (2010). Leadership Skills Articles, various  MTD Training Academy. Leadership & Management. <http://www.mtdacademy.com>  MTD Training Academy. Different Leadership Styles.  MTD Training Academy. Leadership Skills.  Plato, The Allegory of the Cave. |