

**ITAM**

Information Technology &  
Administrative Management

Central Washington University

**ADMG 372**  
**Leadership and Supervision**  
**Course Outline – 3 Credits**



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**Course Description:**

This course will present an overview of leadership concepts and techniques as they relate to understanding, predicting, and “working through” organizational dynamics, supervision of individuals, managing and motivating teams, and exploring and understanding personal traits and characteristics that impact on leadership style and effectiveness.

**Course objectives:**

1. To comprehend and apply an overview of major leadership theories.
2. Be able to articulate and identify the differences between managing and leading.
3. Identify personal traits and characteristics associated with effective leaders (Big 5, Emotional Intelligence).
4. Through the use of the Type-Focus (MBTI Myers-Briggs Type Indicator) and classroom activities, enable students to understand and explore their leadership potential by understanding the interaction of their personality preferences, conflict resolution style, world-view, and core values as they relate to leadership.
5. Comprehend and apply the mechanisms that enhance positive morale.
6. Comprehend and apply the mechanisms that enhance the effectiveness of leading teams.
7. Understand the responsibilities and limits of leadership on supporting and encouraging an ethical organizational and/or working culture.
8. Be able to explain and identify the relationships and differences between organizational mission, vision, core values/assumptions, strategic planning, and assessment.
9. Comprehend and apply the “four frames” of organizational assessment for effectively enacting change.
10. Using the instructor and an example, observe and evaluate the application of techniques for facilitating meetings, working groups, problem-solving, and conflict resolution with direct reports, co-workers, and supervisors.
11. Be able to articulate the benefits of cultural competency and diversity.
12. Be able to apply and understand progressive discipline guidelines.

## Learner Objectives:

Learner Outcomes	Assessment
1. Comprehend and apply major leadership theories	Examinations, case studies and classroom participation
2. Identify differences between management and leadership	Examination, case studies and classroom participation
3. Identify personal traits and characteristics of effective leaders.	Complete Emotional Intelligence and Big-5 assessments, examination, integrative paper, classroom discussion and case studies
4. Understand and apply personal leadership potential.	Complete MBTI, role-plays, classroom discussions, examinations and integrative paper
5. Comprehend and apply mechanisms that enhance positive morale	Examination, role-play, classroom participation/attendance
6. Comprehend and apply the mechanisms that enhance effectiveness in leading teams	Examination, role-plays, classroom participation, integrative paper
7. Understand leadership in supporting ethical organizational and/or working culture	Examination, classroom discussion
8. Explain and identify the relationships and differences between mission, vision, core values and strategic planning	Case studies, group activities, examination
9. Comprehend and apply the "Four Frames"	Classroom discussion, group activities and examination
10. Observe and evaluate the application of techniques for facilitating meetings, working-groups, problem-solving and conflict resolution	Classroom discussion, group activities, role-plays, examination
11. Articulate the benefits of cultural competency and diversity	Classroom discussion and examination
12. Apply and understand progressive discipline guidelines	Examination and worksheets

## Textbooks:

*THE LEADERSHIP EXPERIENCE*, Richard Daft, Most Recent Edition  
ISBN: 978-0-324-53968-4. **Referred to as LE.**

*LEADING AT A HIGHER LEVEL, Blanchard on Leadership and Creating High Performing Organizations*, Ken Blanchard  
ISBN: 0132347725. **Referred to as LHL.**

**Instructional Methods:** This course is taught using a variety of methods, including hands-on activities, the DVD "Trombone Player Wanted," and group discussion. In addition, each student will be assigned to a team/small group through which team dynamics, study activities, review of reading assignments, case reviews, and group presentations may be utilized.