

Learning for Earning

Your Route to Success

Sixth Edition



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PowerPoint Presentations for

Learning for Earning

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CHAPTER

22

**Developing
Leadership Skills**



Chapter Objectives

After studying this chapter, you will be able to

- identify leadership traits.
- discuss how leadership traits and skills can be applied to work situations.
- name and describe the nationally recognized career/technical student organizations.
- explain the purpose of parliamentary procedure.



Key Terms

- leadership
- leader
- career/technical student organization (CTSO)
- agenda
- parliamentary procedure
- Robert's Rules of Order

Leadership



- ***Leadership*** – The ability to lead or direct others on a course or in a direction.
- ***Leader*** – A person who influences the actions of others.



Leadership

- Many people are leaders because they inspire others to perform well.
- A company tries to develop many leaders since teamwork is important.
- *Shared leadership* means different people lead depending on the expertise needed.
- The success of schools, businesses, cities, and nations depends on good leaders.



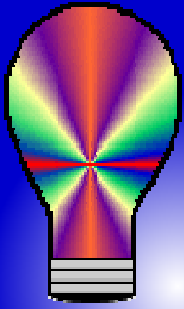
Leadership Traits

- Leaders are individuals who
 - respect the rights and dignity of others.
 - are straightforward.
 - are well informed on matters that concern the group.
 - are positive and excited about the group's work.
 - inspire accomplishments.



Effective Leadership at School and at Work

- Effective leaders share the same skills and traits.
- Whether at school or work, good leaders
 - arrive early for meetings.
 - leave a good impression.
 - develop good conversational skills.
 - remember the names of everyone.



Think About It

- ❖ *Which skills and traits of national leaders do you see in the student leaders of your school?*



Effective Leadership at School and at Work

- Effective leaders at school and at work
 - avoid arguments.
 - always find something good to say.
 - appear interested, friendly, and polite.
 - demonstrate their best effort at all times.
 - make wise use of resources.

School Organizations Create Leaders

- Student organizations, clubs, and extracurricular activities can help you explore new interests and develop leadership skills.
- ***Career/technical student organization (CTSO)*** – School groups that help students learn more about certain occupational areas.



School Organizations Create Leaders

- By joining a career/technical student organization, you can
 - share interests and career goals with other students.
 - help run the group's activities and make decisions.
 - participate in conferences and competitions.
 - develop leadership skills.

Business Professionals of America



- **BPA** helps students enrolled in business and information technology programs learn job-related skills.

DECA - An Association of Marketing Students



- **DECA** helps students learn about the broad business of marketing.

Family, Career, and Community Leaders of America



- **FCCLA** prepares students in family and consumer sciences for careers as well as family and community leadership roles.

Future Business Leaders of America



- **FBLA** helps students set career goals and learn skills for financial management and business leadership.

Health Occupations Students of America



- **HOSA** informs students of health care issues in preparation for health occupations.

National FFA Organization



- **FFA** prepares students to enter careers in agriculture, agribusiness, and agriscience.

SkillsUSA

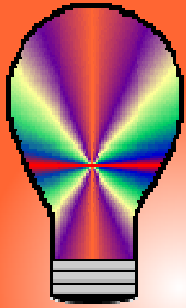


- **SkillsUSA** offers training and employment opportunities for students preparing to enter the workforce.

Technology Student Association

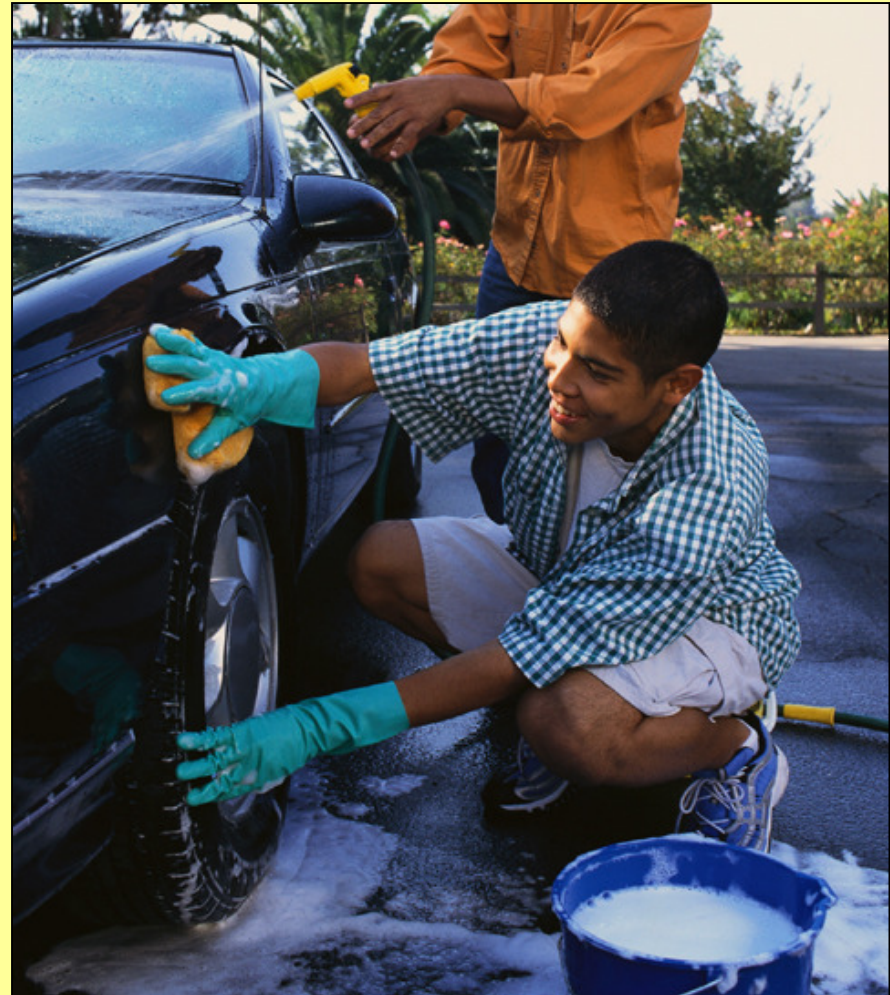


- **TSA** helps students learn about technology careers and job-related skills.



Think About It

- ❖ *What are some other activities sponsored by student organizations at your school?*



How Student Groups Operate

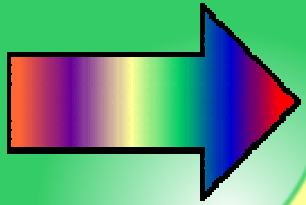
- Student groups operate similarly by
 - having officers
 - having one or more committees
 - holding meetings on a regular basis that are planned days in advance through the issuing of agendas
- ***Agenda*** – An order of business listing activities that will occur during a meeting.

How Student Groups Operate

- The agenda helps members intelligently discuss the business of the group.
- Good meetings
 - follow the agenda.
 - start and end on time.
 - are held in a room with good lighting and comfortable seating.
 - are conducted according to parliamentary procedure.

Parliamentary Procedure

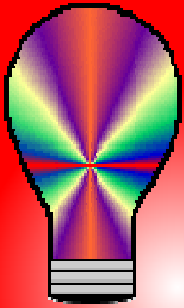
- ***Parliamentary procedure*** – An orderly way of conducting a meeting and discussing group business.
- ***Robert's Rules of Order*** – The most common reference book describing the parliamentary procedures used at business meetings.



In Your Opinion

- ❖ *Is parliamentary procedure the best way to run a meeting?*
- ❖ *What other methods have you used?*





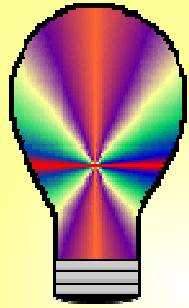
Think About It

- ❖ *List the leadership skills needed to be an officer in a career/technical student organization.*
- ❖ *Identify the nationally recognized career/technical student organizations.*
- ❖ *For a student-organization meeting, explain the value of*
 - ❖ *a prepared agenda*
 - ❖ *parliamentary procedure*



Chapter 22: In the Know

- Leadership traits can be practiced and acquired.
- The eight nationally recognized career/technical student organizations bring together students with common career goals.
- Student organizations use agendas and parliamentary procedure to run their meetings.



Chapter 22: Think More About It

- ❖ *Which career/technical student organization is best suited to your career goals? If you are currently a member, how can you become more active?*
- ❖ *What leadership skills do you need to be an officer in a career/technical student organization?*
- ❖ *What aspects of the Robert's Rules of Order do you still need to learn?*