

COURSE NAME: ITM125 Leadership and Communication

Credit Value: 3
Total Course Hours: 42
Prerequisite Course(s): None
Corequisite Course(s): None

COURSE DESCRIPTION

Managing a successful project involves more than schedules, templates, and paperwork. It requires the application of strong interpersonal management skills to work effectively with people in a variety of roles. The skills students learn in this course will enable them to apply effective leadership strategies, improve their interpersonal communication, become more influential, help guide staff through change and deal with conflict and practice ethical principles during the entire project management process.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p>1.0 Explain Project Human Resource Management.</p> <p>1.1 Define the four processes involved in Project Human Resource Management and describe the human resource roles of the sponsor, senior management, and team members.</p> <p>1.2 Describe the Develop Human Resource Plan process, its inputs, tools and techniques, and outputs.</p> <p>1.3 Describe the Acquire Project Team process, its inputs, tools and techniques, and outputs.</p> <p>1.4 Describe the Develop Project Team process, its inputs, tools and techniques, and outputs, with special emphasis on team building.</p> <p>1.5 Describe the Manage Project Team process, its inputs, tools and techniques, and outputs, with special emphasis on project management authority and conflict management.</p> <p>1.6 Discuss how some of the theories of motivation and leadership influence Project Human Resource Management, name their proponents, and list their main topics.</p> <p>2.0 Explain Communications Management.</p> <p>2.1 Describe factors in effective communication and list the five processes involved in Project</p> | <p>Communication Management.</p> <p>2.2 Describe the Identify Stakeholders process, its inputs, tools and techniques, and outputs.</p> <p>2.3 Describe the Plan Communications process, its inputs, tools and techniques, and outputs.</p> <p>2.4 Describe the Distribute Information process, its inputs, tools and techniques, and outputs.</p> <p>2.5 Describe the Manage Stakeholder Expectations process, its inputs, tools and techniques, and outputs.</p> <p>2.6 Describe the Report Performance process, its inputs, tools and techniques, and outputs.</p> <p>2.7 Define the Code of Ethics and Project Management Communications Management.</p> |
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GENERAL EDUCATION

This is not a General Education course.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
4. Apply a systematic approach to solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

COURSE EVALUATION

Case Studies - 40%
 Debates - 20%
 Quizzes - 20%
 Final Exam - 20%
 TOTAL - 100%

PROGRAM SPECIFIC GRADING

A minimum grade of 50% is required to pass this course.

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

*For a complete chart of grades and descriptions, please see the Grading Policy.

LEARNING RESOURCES

Other Resources:

All course materials or online links to course materials will be provided during the course.

Students are not required to purchase the following resources which provide additional reference to the course materials:

-- PMI Project Management Book of Knowledge (PMBOK Guide) Sixth Edition

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

LEARNING ACTIVITIES

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DELIVERY MODE

This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

ACADEMIC POLICIES

Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:

<https://www.canadorecollege.ca/about/policies>.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

STUDENT SUCCESS SERVICES - Your Success Matters!

Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through individualized accommodations and supports to students with disabilities.

Please visit our webpage to learn more: <https://www.canadorecollege.ca/support/student-success-services> or look for our events on social media.

To connect with Student Success Services email studentsuccessnow@canadorecollege.ca or call 705.474.7600 ext 5205.

FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

<https://www.canadorecollege.ca/experience/indigenous-student-experience>

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.