



SYLLABUS

LEADERSHIP AND COMMUNICATION

Instructor: Imran Butt

Contact Hours: 40

Class times: Wednesday 9.30am-12.30pm

LONDON, UK

COURSE DESCRIPTION

The purpose of this course is to develop leadership and communication skills. We will focus on self-awareness for leading, persuading, and working with others; effective business writing and speaking; and team development.

COURSE OBJECTIVES

Leadership Development:

- Increase self-awareness
- Develop the personal skills to effectively lead and work with others in organizations
- Improve your professional behaviors (initiative, responsibility, and accountability)

Communication Skills:

- Improve your ability to communicate with others through writing, public speaking, teamwork, interpersonal and intercultural relations, and conflict resolution.

Upon completion of this course you will be able to:

- Understand the core elements of leadership, their models and features
- Appreciate other models and its application to Leadership and Communication (Emotional Intelligence and Neuro Linguistic Programming -NLP)
- Assess selected business leaders and good communicators, their strengths and impact
- Collect, analyze and synthesize cases for study
- Work with diverse class teams to build relationships among team members and improve the team's performance
- Effectively offer and receive verbal and written feedback
- Build a persuasive story around a core learnings and the use of these learnings in adopting and planning for skills development and further academic study.
- Assess the impact of your leadership behaviors on others
- Understand and exhibit professionalism in punctuality, participation, respect for others, preparation, initiative and motivation.

INSTRUCTIONAL METHODOLOGY

The sessions combine introductory lectures, student presentations, discussions and group work as well as the use of videos and articles. Students will be expected to actively prepare for all classes. The classes are highly participative.

COURSE READING

- Johnson, C.E. and Hackman, M.Z., 2018. *Leadership: A communication perspective*. Waveland Press.
- Supplementary readings, videos and questionnaires will also be posted online.

METHOD OF EVALUATION (GRADING)

Your course grade is based on attendance, class participation, a written Leadership Portfolio, a midterm test, an Individual Presentation, written and verbal peer feedback and a comprehensive final exam. Your course grade will be computed as follows:

<u>Individual Deliverables:</u>	
• Case Study	20%
• Mid-term	20%
• Final Exam	20%
Total Individual Work	
60%	
<u>Group Deliverables:</u>	
• Group Presentation 1: Solution to a business problem (team grade)	20%
• Group Presentation 2: Business Proposal (team grade)	20%
Total Group Work	
40%	
TOTAL	100%

WEEKLY COURSE SCHEDULE

Please, notice that all the sessions are fully interactive and include individual and group work, discussion and peer feedback.

Week 1

Topics covered:

- Course and Leadership Portfolio introduction; What is leadership about?

Learning objectives:

- Responsibilities and goals for leadership development
- The principles of “Modelling for Excellence”
- The importance of Professionalism in business
- What makes Leadership exemplary; personal reflection; professionalism

Readings:

- Johnson and Hackman Chapter One.
- Other readings and videos to be confirmed

Week 2

Topics covered:

- Leadership and followership

Learning objectives:

- Understanding different leadership styles
- Examining leadership communication
- Applications of leadership theories
- Implementing followership

Readings:

- Johnson and Hackman Chapter two
- Other readings and videos to be confirmed

Week 3**Topics covered:**

- Leadership skills and traits

Learning objectives:

- Learning about situational and functional approaches to leadership
- Being curious, non- judgmental and persuasive
- Interpersonal communication for learning

Readings:

- Johnson and Hackman Chapter Three
- The NLP's approach. To be confirmed
- Other readings and videos to be confirmed

Assignments:

- **Case study on a given business scenario.**

Week 4**Topics covered:**

- Leadership and Power

Learning objectives:

- Sources of Power
- Engaging in organizational politics

Readings:

- Johnson and Hackman Chapter Six

Deliverables:

- **Group presentation 1: Solution to a business problem**

Week 5

Topics covered:

- Leadership, influence and communication

Learning objectives:

- Learning to build credibility
- Constructing winning arguments
- Negotiating successfully

Readings:

- Johnson and Hackman Chapter Six
- Other readings and videos to be confirmed

Week 6:

Topics covered:

- Ethical leadership

Learning objectives:

- Ethical perspectives and CSR
- The ethical leadership model
- Ethical standards and frameworks

Readings:

- Johnson and Hackman Chapter 11
- Other readings and videos to be confirmed

Assignments:

- **Mid-term**

Week 7

Topics covered:

- Communication and culture

Learning objectives:

- Understanding communication challenges across cultures
- Developing cultural sensitivity in cross-cultural communication

Readings:

- Readings and videos to be confirmed

Week 8

- Business Proposal Final Writing Guidelines

Learning objectives:

- Final Writing Guidelines of the Business Proposal;
- Writing an Effective Business Proposal/Letter
- Connecting the Proposal to a Business Plan

Readings:

- Readings and videos to be confirmed

Assignments:

- **Group Presentation 2**

Week 9

Topics covered

- Leadership in Crisis

Learning objectives:

- Understanding how to predict a crisis
- The signs of crisis
- The stages of crisis
- Managing a crisis

Week 10

Topics covered

- Course review

Assignments

- **Final Exam**

CO-CURRICULAR ACTIVITIES

- London Retail Tour, Wednesday April 1st or April 8th (TBC)
- Life-size Monopoly, 6pm Wednesday 15th April
- Guest Lecture (TBC)

Overview of the Study and Assessment Plan

Week	Content	Deliverables	Co-Curricular
1	Course Introduction		
2	Leadership and Followership	Formative Task	London Retail tour
3	Leadership Skills and Traits	Individual Deliverables: Case Study (20% of final mark)	Lifesize Monopoly
4	Leadership and Power	Formative task	
5	Leadership, influence and communication	Group Deliverables: Group presentation 1 (20% of final mark)	
6	Leadership and ethics	Individual Deliverables: Mid-term (20% of final mark)	
7	Communication across cultures	Group Deliverables: First Draft of a Business Proposal. Formative feedback	Guest Lecture
8	Business Proposal Final Writing Guidelines	Group Deliverables: Group presentation 2 (20% of final mark)	
9	Leadership in crisis	Formative task	
10	Course review	Individual Deliverables: Final Exam (20% of final mark)	

PROFESSIONALISM

We are interested not only in increasing your technical expertise in business. We want to help you become professionals.

Think of “professionalism” as a collection of behaviors that your boss would expect from you in a job. In any job, positive attitude, respect for others, initiative, and responsibility are vital. This course will have the same expectations.

You will be graded on attendance, prompt arrival, active participation in class, and professional conduct in the course, including your body language in class and your email communications. If you are ever unclear as to what would be the professional thing to do in a given situation, please ask. Saying “I didn’t know that was unprofessional” is not a valid excuse.

ATTENDANCE POLICY

Every class and excursion (whether on- or off-site) must be attended. See your program attendance policy for more details.

ACADEMIC MISCONDUCT

Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students’ obligation to clarify the question with the instructor before committing or attempting to commit the act.

GENERATIVE AI USE

Students may use GenAI tools in this course only with explicit instructor permission for certain tasks or on certain assignments. I will clearly indicate when you can use GenAI and provide clear guidelines for which GenAI tools are allowed and in what ways you can use them. I will also indicate how you will document your use of GenAI. If I believe you’ve handed in work created whole or in part by GenAI tools, I may submit a report of suspected academic misconduct to the GEO London office. They will work with your home institution’s Office of Student Conduct to make a determination of responsibility and any resultant sanctions.