

Grade 11

LEADING OTHERS

Objectives: Session 1

- Comparing and analyzing one's own interests, values, and skills with those of selected effective leaders.
- Learning to evaluate one's own will for leadership roles in the local, state, national, and world communities.
- Identifying ways to capitalize on individual strengths and improve areas of personal weakness.

Objectives: Session 2

- Recognize the ongoing benefits of self-analysis.
- Evaluate one's own decisions and actions in terms of short- and long-term consequences.
- Evaluate one's own behaviors in terms of their positive or negative effects on others.

Objectives: Session 3

- Create strategies to utilize the strengths and diminish the limitations of group members.
- Demonstrate ways to organize and delegate responsibilities.
- Encourage ideas, perspectives, and contributions of all group members.
- Use leadership skills to encourage cooperation and collaboration among groups with different needs and concerns.

Objectives: Session 4

- Identify and discuss effective leadership qualities, such as integrity and wisdom (in addition to setting of limits, tolerance, self-reliance, initiative, charisma, competence, **honesty, care for others, civility, fairness, responsibility, courage, and reliability**).

- Explain how leadership traits apply to many aspects of life, such as economic and political systems.
- Examine leadership theories that explore different styles/types of leadership.
 - Autocratic Leadership
 - Democratic Leadership
 - Situational Leadership
 - Paternal Leadership
 - Servant Leadership

Objectives: Session 5

- Understanding the dynamic nature of leadership roles
- Understand the four major leadership roles:
 - Director
 - Coach
 - Cheerleader
 - Hands-on Expert
- Identify the strengths and challenges of each leadership role.

Objectives: Session 6

- Understanding the influence of different entities on leadership, such as gender, ethnicity, political affiliation, religion, and socio-economics.
- Understand that as entities change, leaders may become followers, and followers may become leaders.
- Examining the effects of changing situations upon leadership roles in the family, classroom, school, community, state, nation, and world.

ECONOMIC COMMON SENSE



Objectives: Session 1

Inflation; who stole my cookies

- Understanding the concept of 'Inflation'.
- What causes inflation?
- Taming the monster called Inflation.

Objectives: Session 2

Profits & Losses

- Understanding of concepts 'Profits, Margin & Losses'.
- Understanding how production of Goods and Services is affected by the size of profit.
- Understanding how wages and employment opportunities are affected by profit.
- Understanding how public policies affect the profitability of a business which in turn affects the business owner, employees and the eventually the end-consumers.

Objectives: Session 3

Saving

- Understanding what is saving and why it is important.
- The art of saving smartly.
- Individual saving and its impact on government
- Government saving and its impact on individuals

Objectives: Session 4

- To identify the value of saving
- To identify the benefits of having a saving bank account
- To demonstrate how to open saving bank accounts

TEAMWORK

Objectives: Session 1

- To encourage learners to instill the value of cooperation and become a cooperative team worker
- To enable learners to become aware about cooperation

Objectives: Session 2

- To encourage learners to understand the concept of responsibility
- To encourage learners to be aware of their responsibilities in school or home
- To encourage learners to demonstrate responsibility in different ways

Objectives: Session 3

- To enable learners to understand the **importance of building relationships with team members**
- To enable learners to understand the importance of staying an working together in a group

Objectives: Session 4

- Describe why teams are important for student learning.
- Describe characteristics of a successful teamwork experience.
- Describe the five tenets of cooperative learning in their own words.

Objectives: Session 5

- Evaluate situations to determine if they satisfy the five tenets of cooperative learning.
- Realize the need to develop students' teamwork skills.

SELF MANAGEMENT *



Objectives: Session 1

Reflecting on your skills and developing them

- Time management
- Delegation of work according to time
- Managing workload and stress

Objectives: Session 2

- Interpersonal communication
- Assertiveness
- Technological skills

Objectives: Session 3

Identifying time-wasters in Time Management

- Unnecessary meetings
- Lack of priority setting
- Poor delegation

Objectives: Session 4

- Poor handling of paperwork
- Taking too long over decision making
- Travelling
- Answering the telephone/emails etc

SOCIAL MEDIA

Objectives: Session 1

- Learning to develop the social media advocacy skills
- Learning to use the mass media strategically



Objectives:Session 2

- Be the first to comprehend on who, when, where, what and why
- Learning at work- up skilling and professional development

NEGOTIATION Skills

Objectives:Session 1

The Power of Negotiation (the powerful art of peaceful communication)

- What is Negotiation?
- The Difference between selling and negotiation
- The nature of negotiation
- The stages of negotiation

Objectives:Session 2

The method of negotiation

- Building relationships
- Communication
- Persuasion and influence

PLANNING and ORGANIZATION

Objectives: Session 1

Explaining Strategic Planning – SWOT Analysis

- S-Strengths - internal
- W-Weaknesses - internal
- O-Opportunities - external
- T-Threats - external



Objectives: Session 2

Departmental Planning

- Planning for products/services
- Planning for marketing
- Planning for human resources
- Planning for financial issues
- Planning for legal business considerations

Objectives: Session 3

Elements of Planning and Organization

- Setting goals
- Coordinating resources needed to achieve goals
- Reviewing information
- Making decisions

CREATIVITY and INNOVATION

Objectives: Session 1

- Learning to think of alternate ways to solve a problem by using creative thinking skills.

Objectives: Session 1

- Implementing creative ideas and putting them to practice to innovate and create something new and different from the original.
- Students will learn to create something new and different on their own by using their creative thinking skills and strategies.

PERSONAL FINANCE

Objectives: Session 1



- To teach cash management to students and improve their money management habits.
- To make them realize the significance of budgeting.
- To help express various money amounts as percentages.
- To conceptualize mixed economy and the role of producers/consumers.

Objectives: Session 2

- To make students aware of financial services and help distinguish between financial institutions.
- To make them understand supply/demand and interest.
- To make them aware of the Federal Reserve System.

- Better budgeting and management regarding money
- Knowing producers and consumers and their role
- Concept of supply and demand relationships
- How banks work

ETHICS & VALUES

Objectives: Session 1

- Defining morals and ethics independently and individually
- Understanding the difference between morals and ethics

Objectives: Session 2

- Some moral dilemmas we come across in everyday life



- Understanding how to confront different Moral Dilemmas

Objectives: Session 3

- Expressing and Managing Emotions
- Handling and Managing Anger

Objectives: Session 4

- Defining Professions and Professionalism
- Differentiating Personal and Professional Ethics
- Defining Business Ethics
- Profession ethics
- Self-respect and Integrity as a tool
- Managing stress
- Self – Esteem and Accountability

GOAL SETTING

Objectives: Session 1

How to set Goals: Part 2

Understanding F.R.A.M.E

- Fantasize
- Reality
- Aim
- Method
- Evaluation

Objectives: Session 2

Understanding S.M.A.R.T goals: Part 1

- To know what is S.M.A.R.T Goals.
- To understand why SMART Goals is the way to success.



- To know which is and which is not a SMART Goal.
- Specific: State exactly what is to be achieved
- Measurable: Include information to specifically measure if the goal has been reached or not
- Attainable: Determine the steps required to reach the goal
- Realistic: Do not set the goal for something unattainable or unrealistic
- Time Bound: Specifically state when the goal needs to be reached

PERSONAL BRANDING

Objectives: Session 1

Disadvantages of personal branding

- Discuss the disadvantages of personal branding.

Objectives: Session 2

How to brand oneself?

- Illustrate how to brand oneself?

RESEARCH and ANALYTICAL THINKING

Objectives: Session 1

Managing your project

- Managing time
- Mapping your project
- Piloting
- Dealing with key figures and institutions



Objectives: Session 2

- Sharing responsibility
- Using word processors and computers
- Managing not to get demoralized when things do not go as planned

Objectives: Session 3

Collecting data

- Access and ethical issues
- Sampling and selection
- Applying techniques to data collection

Objectives: Session 4

- Developing Documents , Interviews , Observations and Questionnaires
- Recording your progress
- The ups and downs of data collection

EFFECTIVE COMMUNICATION

Objectives: Session 1

Our Filters for Communication

- Visual
- Language
- Past Experiences
- Feelings
- Environment

Objective: Session 2

Understanding that communication is more than words

- Face to Face Communication (Verbal and Non-Verbal)
 - Tone of Voice
 - Body Language
 - Verbal Communication
 - Physical Communication
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- The facial expression – especially eyes and vocal expression are eloquent
 - The tone of the voice gives information about speaker's feelings, anger, boredom,
 - depression, enthusiasm or disbelief
 - The posture and gestures – movements of the head, legs, and hands reveal the
 - levels of self-esteem and inner energy
 - The clothing and environment style give clues about personal characteristics

GLOBAL CITIZENSHIP

Objectives: Session 1

Global Citizens Take Responsibility

- What are the responsibilities of a citizen within communities at local, national, and global levels?
- Articulate the relationship between rights and responsibilities, and identify the responsibilities of global citizenship.
- Analyze an authentic photograph, explaining how it depicts responsible global citizenship.

Objectives: Session 2

- Communicate ideas and emotions clearly and effectively with diverse audiences for various purposes.
- Collaborate effectively with diverse individuals in research teams.



Decision Making

Objectives: Session 1

Improve Your Decision-Making: Part 1

- Decision-making skill can be improved by study and practice. Avoid these mistakes which are often made by unskilled decision-makers:
- Not choosing an action because the possibility is not recognized;
- Choosing an action even though the possible outcome is unknown;

Objectives: Session 2

Improve Your Decision-Making: Part 1

- Underestimating or overestimating the importance of certain information;
- Collecting information that cannot be used or is not necessary;
- Choosing a course of action on impulse, without considering the consequences;
- Neglecting to make a choice because not everything can be predicted with certainty.

FLEXIBILITY AND ADAPTABILITY

Objectives: Session 1

Ways to Practice Emotional Flexibility: Part 2

- Learning to manage resistance by explaining, answering questions and patiently listening.
- Learning to find ways to motivate.
- Confronting problem individuals to avoid hurting of morale, fostering of resentment, and stifling of change.
- Collaborate – involve others in the beginning stages of an initiative.



Objectives: Session 1

Ways to Practice Personality based Flexibility: Part 1

- Learning to lead change by example requires honesty and authenticity.
- Understanding one's reaction to change so that one can be straightforward with others.
- Learning to accept change as positive.

ENTREPRENEURSHIP

Objectives: Session 1

- Knowing what is meant by location in business. (the importance of starting your business at a lucrative location that has all resources readily available and can come in handy for getting good business in the long run)
- Know the range of factors affecting location (why it is important to choose the right location for any business, and what different factors do one need to keep in mind to select the right location.)
- Understanding and completing a business decision-making framework in the above context.

Objectives: Session 2

- Knowing what is meant by marketing and branding. (Getting acquainted with branding and marketing phenomenon and
- Understanding why marketing and branding are important to businesses.
- Understanding the concept and importance of a strapline, and be able to think creatively to come up with their own.
- Understanding of how these factors are linked.

Objectives: Session 3

- Understanding the importance of promotion of products to businesses.
- Knowing there are 4 Ps of marketing and what they are.
- Understanding all of the 4 Ps of marketing and be able to explain them.
(Here introduction of quiz or an activity will be required).
- Understanding the importance of working in teams.

Objectives: Session 4

- Knowing where and how businesses advertise jobs and have developed an awareness of how businesses go about designing job adverts.
- Knowing the basics of where and how businesses organize recruitment.
- Knowing how one's own skills and knowledge could be developed in order to apply for jobs in the future.
- Knowing how to write a job advert for a particular business.

Objectives: Session 5

- Knowing what is meant by Marketing Mix and understanding that price is a major factor in the Marketing Mix.
- Understanding the meaning of brand loyalty and its importance and understand that the Marketing Mix will differ for different products.
- Understanding the meaning and importance of a strap line.

Objectives: Session 6

- Knowing what is meant by business opportunities.



- Understanding that price is a major factor in the Marketing Mix. (repetitive)
- Understanding the effect that using new business opportunities have on a business.