

COURSE PARTICULARS

Course Code: EME 312
Course Title: Leadership in Formal Organisation
No of Units: Two
Status: Compulsory

LECTURER DETAILS

Name: Professor Afolakemi O. Oredein
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Area of Specialization: Educational Management (Leadership)

COURSE DESCRIPTION

This course is designed for 300 level undergraduate educational management students to enhance their careers by exposing and broadening students' knowledge in the concept of leadership informal organization. Leadership has been the major problem Nigeria has been facing since independent. Students will learn different leadership styles and activities.

The program includes; concept of leadership and (formal and informal) organization; power and authority; leadership styles; leadership activities like, planning, coordinating, budgeting, and organizing; types of formal organizations; leadership skills (decision-making, communication); Challenges of leadership and how to handle them.

COURSE OBJECTIVES

At the end of the course, students should be able to:

- Explain the concept of leadership and organisation
- Enumerate the structure of formal organisation
- Explain factors that distinguish a leader: Power & Authority
- Discuss different types of leadership styles
- Identify and explain leadership theories
- Identify leadership activities
- Discuss leadership skills; communication and decision-making skills.
- Explain leadership and change

ASSESSMENT

Class Attendance:	10Marks
Term Paper:	15Marks
Test(s) and Assignment:	15Marks
Final Examination	60Marks

LECTURE PLAN

Week	Topic
Week 1 & 2	Meaning of leadership, organization, types of organization, and types of formal organization
Week 3 & 4	Principles of leadership, qualities of leadership,
Week 5	Power & Authority, Healthy work culture
Week 6 & 7	Leadership styles
Week 8 & 9	Leadership theories
Week 10	Leadership Activities
Week 11	Leadership Skills; communication and decision-making
Week 12	Leadership and change; leadership and conflict (Conflict resolution)
Week 13	Revision

READING LIST

1. Management in Education: Modern Approaches in Education Management, by John I. Nwankwo, 1st Published, 2014. ISBN 978-978-938-198-2
- 2.

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TUTORIALS

1.
 - a) Define the word 'leadership'
 - b) List three reasons why everybody cannot be a leader
 - c) Elucidate five (5) principles and qualities of leadership each
2.
 - a) Define the following word/concept (i) 'organisation'
 - (ii) organizational structure
 - b) Identify four (4) types of formal organization and explain one (1)
 - c) Highlights three (3) importance of organizational structure
3.
 - a) Identify five (5) types of leadership styles and extensively discuss on one (1)
 - b) Enumerate five types of power
4.
 - a) Identify five types of leadership theories and extensively discuss on one (1)
 - b) Elucidate five (5) factors that can be used for someone to emerge as a leader
5.
 - a) Define the word 'conflict'
 - b) Enumerate two (2) types of conflict at the organizational level
 - c) Highlight five ways of managing conflict in an organization
6.
 - a) Define the word 'change'
 - b) Elucidate five (5) reasons why change may be resisted
 - c) Enumerate three (3) strategies for the management of change
7.
 - a) Explain the concept 'work culture'
 - b) Discuss five (5) characteristics of a healthy work culture
8.
 - a) Explain the concept 'decision-making'
 - b) Discuss the process of decision-making in an organization
9.
 - a) Define the word 'communication'
 - b) Identify and discuss on four (4) reasons of communication in a formal organization
 - c) Highlight five barriers to effective communication

Lecturer in charge: Prof. A.O. Oredein

Marking Guide

1.
 - a) Define the word 'leadership' (2 marks)
 - b) List three reasons why everybody cannot be a leader (3 marks)
 - c) Elucidate five (5) principles and qualities of leadership each (10 marks)
2.
 - a) Define the following word/concept (i) 'organisation' (2 marks)
(ii) organizational structure (2 marks)
 - b) Identify four (4) types of formal organization and explain one(1) (4/4mks=8mks)
 - c) Highlights three (3) importance of organizational structure (3 marks)
3.
 - a) Identify five (5) types of leadership styles and extensively discuss on one (1) (5/5 marks=10marks)
 - b) Enumerate five types of power (5 marks)
4.
 - a) Identify five types of leadership theories and extensively discuss on one (1) (5/5 marks=10 marks)
 - b) Elucidate five (5) factors that can be used for someone to emerge as a leader (5 marks)
5.
 - a) Define the word 'conflict' (4 marks)
 - b) Enumerate two (2) types of conflict at the organizational level (2/4marks=6mks)
 - c) Highlight five ways of managing conflict in an organization (5 marks)
6.
 - a) Define the word 'change' (3 marks)
 - b) Elucidate five (5) reasons why change may be resisted ($2\frac{1}{5}/5=7\frac{1}{5}$ marks)
 - c) Enumerate three (3) strategies for the management of change ($1\frac{1}{5}/3=4\frac{1}{5}$ marks)
7.
 - a) Explain the concept 'work culture' (5 marks)
 - b) Discuss five (5) characteristics of a healthy work culture (10 marks)
8.
 - a) Explain the concept 'decision-making'(3 marks)
 - b) Discuss the process of decision-making in an organization (12 marks)
9.
 - a) Define the word 'communication' (2 marks)
 - b) Identify and discuss on four (4) reasons of communication in a formal organization (8 marks)
 - c) Highlight five barriers to effective communication (5 marks)