



# Leadership Development Resources

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*Resources for Life*

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## **Program Structure**

Prepared April 2022

### **Contact Information**

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# Leadership Development Resources, Inc

## Overview

### Vision

Our goal is to develop exceptional relationships with our mentees and encourage them to reach their full potential. Through effective communication, positivity, and empathy, our aim is to ensure the journey towards their respective career paths, is an enjoyable and effective experience.

### Mission

To provide training and support for career and job placement, Leadership Development Resources will cultivate poise and authority in low-income young adults, from high school to the age of 25.

## Team

### Ownership & Structure

Caleb Mitchell is Founder and Owner of Leadership Development Resources. A native of Florida, Caleb is the youngest of 11 children in a musical family. Recipient of multiple music awards, he plays a variety of instruments and is an accomplished vocalist in his own right. Caleb has worked for over 30 years helping to develop young talent and inspiring leadership skills in his students. Founder and CEO of an established music production company, Caleb's commitment to training, mentoring and empowering youth has been demonstrated time and again as he's collaborated with churches and community agencies alike

He writes:

"In my role as the Founder of this organization, based in Tampa, Florida, it is a great pleasure to introduce this outstanding program. We are excited to introduce Leadership Development Resources (LDR); a new program we believe will be a valuable resource for young adults and families in our community.

As soon as people reach an achievement, they tend to focus more on the rewards, rather than on how hard it was to reach the achievement in the first place. If someone

has a negative attitude towards achieving their goal, they will feel overwhelmed, as they realize the amount of work it requires to reach this desired goal. In order to fulfill your dream, you must have a strong work ethic. People who persevere and work hard to achieve their goals, will achieve success because they possess a disciplined approach.

“How can I be proud of myself tomorrow?” This is a powerful question one might ask themselves every day to guide their decisions. “Wasn't that guy the one who gave up?” “Have you seen the disciplined guy?” Discipline will enable me to gain the rewards of today's hard work, tomorrow. Many “*tomorrows*” will follow from “*today's*” choices. Someone who perseveres will gain pride in, not just knowing that they pursued a dream, but that they also persevered.

The mission of our organization is to continuously improve services for local communities led by young adults, from high school to age 25. We have served families and the youth of Tampa Bay, through a variety of organizations, including the Hillsborough and Pinellas County School Districts, as well as the YMCA. During my tenure with these organizations, I managed support programs similar to LDR, including Teen Achievers, and Bridging the Achievement Gap (BTAG) (James Feazell Founder).

The change will come through our programs, and their lives will be forever changed by them. LDR will, most assuredly, have a positive impact.

#### Leadership Team

- Founder/CEO: Mr. Caleb Mitchell
- Executive Director: Dr. Lee Williams, Sr.
- Educational Support: Pamela Watkins
- Senior Director: Gene Mosley
- Director of Philanthropy: Jean-Alexander Labossiere
- Director of Curriculum: Lance Felton
- Director of Recruitment:

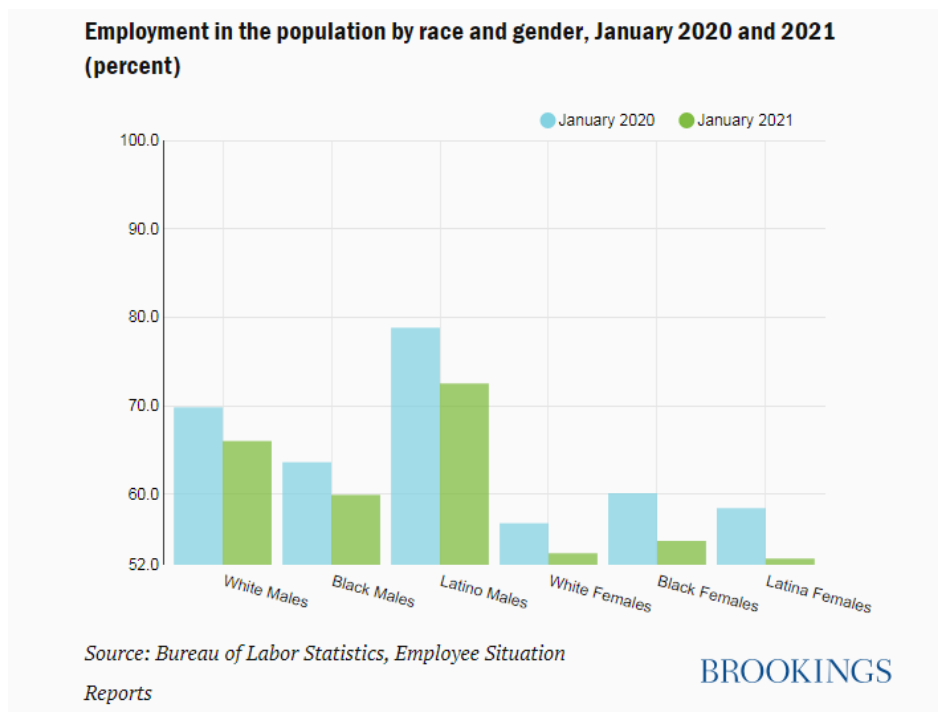


# Opportunity

## Problem & Solution

### Problem worth Solving

In both the Tampa Bay region and the U.S., There exist low employment rates of Black men and women between the ages of 14-25 years of age. At the local level, little positive effort was made at that time, or at any time since, to improve employment outcomes among Black, women men and youth; and these outcomes remain disturbingly weak.



## Our Solution

The mission of our organization is to continuously improve services for local communities led by young adults, from high school to age 25. We have served families and the youth of Tampa Bay, through a variety of organizations, including the Hillsborough and Pinellas County School Districts, as well as the YMCA. During my tenure with these organizations, we managed support programs similar to LDR, including Teen Achievers, and Bridging the Achievement Gap (BTAG) (James Feazell Founder).

We will offer the following services:

### Leadership Strategies

Strategic leadership is effective when comprehensive investments in “leadership development” are congruent with the business’s strategic goals and aspirations. In order to achieve the desired outcomes, *leadership strategy* specifies:

- The *number* of leaders necessary,
- The “*types*” of leaders that are necessary,
- Where leaders are *needed* most,
- What *skills* leaders possess, and
- How leaders should *behave*, both individually and collectively.

### First, be a great listener

A leader might become so occupied with directing and managing a team, that they forgo listening to their followers, or other capable leaders. There is no such thing as an “expert in everything.” Hence, a good leader understands that even the most junior employee can learn something “new.” Since most organizations hire staff based on their specific expertise and experience, the effective leader should be able to interact with, and listen, to all employees. For instance, a manager may need advice from someone in the Accounting or Marketing department if those particular employees are experts in investments.

## **Second, leadership is to be respected**

Companies implement organizational structures, in order for their employees to be made aware of whom to report to in cases where, distinct challenges arise in specific departments. It is vital that leaders follow these “chains of command” in order to avoid confusion and demoralization in the organization. If a leader does not respect the chain of command, employees may also find it difficult to report to their superiors.

Do not be afraid to dig in and help. Even though leaders are expected to provide direction, they should know their trade, and become involved in the actual work. For instance, by accompanying the marketing team on a field-visit to promote the company's products, a leader should lead by example. In order to boost the morale of the team, the leader can “pitch” clients in the same manner as the marketing department. Accordingly, the leader will build trust among the employees by developing on-site skills and knowledge. By participating in the actual work, the leader will be able to understand the experiences of the marketing staff in the field, and thereby, help them find ways to succeed. The leader will ultimately benefit from this.

## **Keep your word when you give it**

Rather than simply making promises, effective leaders must deliver actual results. In order for future success, leaders must focus on tangible results, and not dwell on past achievements that will not be repeated. Learning the *Art of Delegation* can accomplish this. The *Art of Delegation* teaches the practice of breaking down large tasks into smaller, manageable tasks, which can later be assigned to one or more employees. Afterwards, leaders can check if the work was done according to the standard. By delegating duties, leaders achieve results within a short period of time, incorporating a team-environment in the process.

## **Solve the problem in a timely manner**

Organizations often encounter conflicts between employees. There are “leaders versus leaders,” or “leaders versus employees.” An organization's leadership-competency is defined by how quickly conflicts are resolved. When conflicts arise, a wise leader should *arbitrate* to avoid stalling projects within the organization. Employees must see their leader's “heart and mind” when embracing challenges, effectively maintaining morale in the organization.

## **Respect and trust your team**



The relationship between leaders and employees is strengthened by valuing the contributions of everyone in an organization. In order for employees to not feel “inferior” within an organization, the leader must demonstrate effective communication and listening skills. The leader should also be honest, fair, and considerate of the employee's well-being. A leader's interaction with employees is more effective when valuing the contributions of employees in the organization.

## **Resume Writing**

An “Objectives” section used to be standard on resumes. However, most of them failed right from the start. When job seekers discussed their career goals and interests, employers wondered, “What's in it for me?” This is called the *Resume Title* (also known as a *Resume Headline*). Your career objective is still included here, but you must also describe your value as an employee. As part of your job search, you should send a resume. Using your resume to showcase your skills, and experience, is important to help employers quickly find out who you are. You might include a few key sections on your resume, despite the fact that each resume will differ based on education, professional history, industry, and position. The purpose of this guide is to outline what to include on your application resume.

## **Dress for Success**

Honestly, it does not take much time and effort to attain a professional look. Small changes can create an entirely new appearance. Keeping everything “professional” does not mean you have to look like everyone else. There is no rule for fashion, including office clothing (OK, maybe except for your organization's dress code policy). Choose your favorite shades of color; consider neutral ones. Neutral makes things look gentle but versatile. If you are bored with black, try navy, brown, and grey. Do not let the workplace style “form” you. Mix in something new such as, denim with denim, or a crop-top with pants to impress yourself. Once again, no one sets fashion rules except for, “be yourself.” Dress in anything that makes you feel comfortable and confident.

## **Career and Job Placement Support**

Work is a way of earning money to meet your basic needs. There are always full-time and part-time opportunities available. It is possible to work for hourly pay or a set paycheck, rather than an annual salary, or benefits. Not all jobs require a specialized degree or advanced training, although certain skills may be required to do the job. In return for regular pay and responsibility for the duties outlined for them, companies expect their employees to perform their individual jobs.

Your career is a long-term professional journey, you may have decided on based on your passions. You embark on this journey to fulfill your professional goals and ambitions. In order to reach these goals, you may need education or training. Many individuals pursuing careers have a set salary with benefits including stock options, retirement plans, pensions, and bonuses. The benefits reach far beyond monetary gains. Such benefits include, pride, satisfaction at work, and self-worth. Your career could last your entire life. As your career progresses, you might hold different jobs with several companies within your chosen industry.

Having trouble finding a job or a career can be frustrating. We are here to assist you. We partner with reputable companies and organizations throughout Florida to find great candidates like you.

## Target Audience

### Market Size & Segments

**Our target audience 14-25 year olds in the Tampa-St .Petersburg-Clearwater Metro Area**

Demographics	Hillsborough	Florida <sup>7</sup>
Population <sup>8</sup>	1,408,566	20,278,447
White (non-Hispanic)	61.3%	54.9%
Black (non-Hispanic)	14.3%	15.4%
Hispanic or Latino of any race	21.4%	24.7%
Median age	36.6 years	41.6 years
Population – Age 18+	1,039,380 (76.9%)	16,166,865 (79.7%)
Population – Age 65+	182,025 (13.5%)	3,926,889 (19.4%)
Median household income	\$51,681	\$50,860
% of population below poverty line	15%	12.7%
Unemployment rate	3.2%	3.9%
% of population disabled	8.1%	8.6%
Median monthly household rent	\$992	\$949

## Tampa-St. Petersburg-Clearwater, FL Metro Area

Core Based Statistical Area in: [Florida, United States](#)

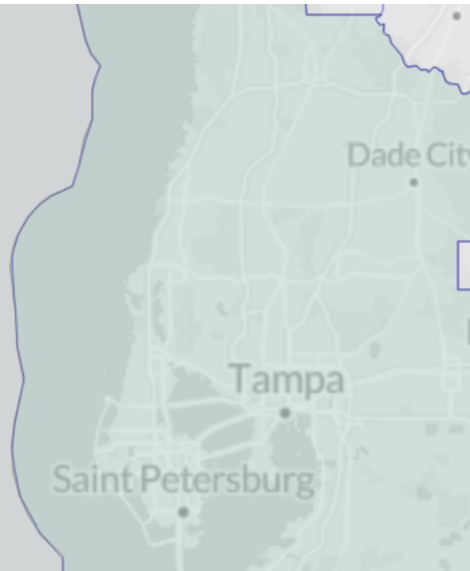
**3,152,928**

Population

2,515.2 square miles

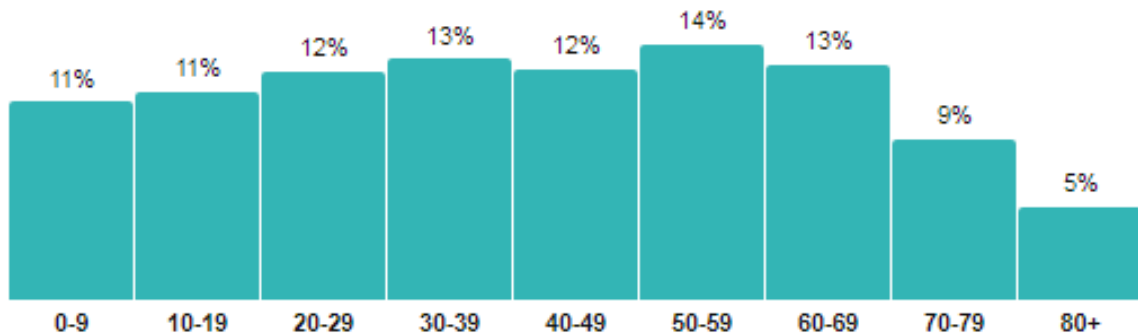
1,253.6 people per square mile

Census data: ACS 2020 5-year unless noted



## Tampa-St. Petersburg-Clearwater, FL Metro Area

Population by age range



Census Reporter

[About this chart](#)

# Program Syllabus

## *Leadership Development Resources, 2022-23*

Founder/CEO: Mr. Caleb Mitchell  
Executive Director: Dr. Lee Williams, Sr.  
Education Consultant: Pamela Watkins  
Senior Director: Gene Mosley  
Director of Philanthropy: Jean-Alexander Labossiere  
Director of Curriculum: Lance Felton  
Director of Recruitment:  
Classroom: High School/Post High School  
Email: info@ldresources.online  
Office Hours: 9:00 am – 5:00 pm

### **Course Description:**

Leadership Development Resources will be a 7, 18, or 32 week course focusing on Career Development and Job Placement for lower income young adult's high school to 25 years of age. Leadership Development Resources will seek to assist students by preparing them for employment and providing resources that will develop their awareness marketable skills and awareness of the job market. Students will discover interpersonal skills and different approaches for adding value to the marketplace. Students will participate in workshops and class presentations lectures that provide hands-on training.

### **Goals for Learning:**

By the end of the course, students will have a fully developed resume//portfolio, an understanding of how to find a suitable job and how to measure their value in the marketplace and understanding of how to find suitable employment.

### **Learning Objectives:**

**Leadership** - Developing an awareness of what the organization needs and finding more efficient methods to accomplish the goals of the organization. Leadership is knowing the proper chains of command and how to execute effective communication and company needs.

**Resume / Portfolio Building** - Developing an awareness of the most effective language to use when presenting yourself to an employer / investor. Students will gain skills in understanding the marketplace and how to create an effective proposition.

**Dress for Success** - Developing a care for the company culture and policies. Students should “Look the Part” and our program provides one-on-one consultation to assist with the development of that appearance. Look.

**Career and Job Placement** - Throughout the course and afterwards, our teachers will commit to helping students find jobs and prospective employers. Through networking, events, workshops, and open lines of communication. We, we will ensure our students have the necessary interpersonal skills and knowledge to be successful in finding a job and or career.

### **Course Policies:**

**Academic Integrity:** All students are to arrive promptly before class session begins. They are to bring the required course material like textbook, notebook, and pencil to take notes. During discussions students must be attentive and engaged, responsive because these discussions are imperative to developing discourse for prospective business owners/practitioners. This program class is meant to develop business acumen and awareness.

**Attendance (5%):** Attendance is required for all class sessions! If you know you will be absent from class, it is your responsibility to notify me instructor writing (with appropriate documentation) prior to the absence and turn in assignments, work due *before prior to* class time. If you were unaware of an absence, you should contact the instructor as soon as possible at your earliest convenience.

**Participation (5%):** Participation includes a series of in-class discussions. Students must demonstrate a careful reading of assignments, active listening, and thoughtful comments in discussions. Bring all assigned readings to class and be prepared for engagement. On the days we discuss them.

**Tardiness:** Coming in late-to-late class is unacceptable unless you provide adequate evidence to excuse your tardiness. If you arrive after the bell, you are tardy. If you are tardy three (3) times, that will equal one (1) absence and will lower your attendance and participation percentage.

**Makeup Work:** You must contact instructor me to make up for missed up missed assignments work within one week of your return to class. Exams cannot be made-up unless your absence is adequately excused with proper documentation.

**Reading Quizzes - Weekly Assessments:** Quizzes will assess your comprehension of the material by going over key terms discussed. It will come in the form of either a small essay discussing the steps they should take in the specific section, or multiple-choice answer format.

**Grading System (Out of 100% for Each Semester)**

## **First Half**

Attendance + Participation (ALWAYS) – 10%

Weekly Quizzes – 10%

Midterm – 30%

### ***What is Leadership – 25%***

- a. Listening before being heard
- b. Organization and Structure
- c. Don't Ask if you Couldn't Do it Yourself
- d. Integrity and Keeping Your Word
- e. Problem Solving Efficiently
- f. Respect and Trust Your Team

### ***Getting to Know the Marketplace – 25%***

- What businesses are hiring for your skillset
- What company culture / environment is a good fit for you
- Let's meet the companies and network

## **Second Half**

Attendance + Participation (ALWAYS) – 10%

Weekly Quizzes – 10%

Finals – 30%

### ***Networking– 15%***

- Workshops and Speakers
- Finding needs in the community
- Meeting the Movers and Shakers

### ***Dress for Success– 15%***

- One-on-One workshops for students to develop their look before going into a job interview

### ***Resume and Portfolio Building– 20%***

- Final Project will be to build a Resume and a CV

**COURSE SCHEDULE (SUBJECT TO CHANGE):**

## 7 Week Curriculum

### **WEEK 1 – What is Leadership**

**Day 1: Syllabus overview and introduction of course studies.**

**Day 2: Understand the fundamental principles of being a leader.**

- Discussions/Lecture Presentations

**Day 3: What kind of Leader are you?**

- Interactive Discussions: students will identify leaders in the community that inspire them and begin to build a case study.

**Day 4: Listening Before Being Heard**

- Discussions / Lecture Presentations

### **WEEK 2 – Organization and Structure**

**Day 1 & 2: Good Leaders Know How to Follow**

- Proper Chains of Command in a business (CEO, Manager, Employee)
- What does Synergy in a business look like
- Who reports to who?
- What do you do during conflict?

**Day 3 & 4: What do Good Businesses Need to Thrive?**

Following up with the case study from the week before, students will begin to analyze the leaders they chose and the businesses they work for and begin to identify key strategies that are used to create a sense of Synergy and Growth for the organization.

### **WEEK 3 – The Interpersonal Skills of a Leader**

**Day 1 & 2: How to Develop a Team**

This week students will begin to partner off into groups and be asked to assign roles to individuals and begin to analyze the employee structure up close. Students will focus on what builds a good organization starting with learning how to build responsible good employees. Everyone will have the opportunity to perform as a CEO, Manager and Employee.

**Day 3 & 4:**

Following up with yesterday's group assignment, students will begin to read Robert Kiyosaki's Cashflow Quadrant and begin to further analyze further the employee's roles that they can fulfill while building their careers.

*\*The entire week will be dedicated to building groups and discussing roles. Students should try to have a diverse eclectic group of Employees, Self-Employed, Business owner, and Investors (based on Robert Kiyosaki's Cashflow Quadrant method.*

#### **WEEK 4 – The Interpersonal Skills of a Leader - Listening is Key**

*\*This week will be dedicated to completing a full business proposal for the group. Students should aim to switch roles and engage and participate all to full capacity.*

#### **WEEK 5 – Studying the Marketplace and Career Development**

*\*This week, and the following weeks readings should be reviewed with your group partners before class*

##### **Day 1: What is Career Development?**

- ASSIGNED READING: Chapter 7: Becoming Who You Are (*Cashflow Quadrant*)
- Dissuading students from believing that money and labor will solve your problems.

##### **Day 2: What is Your Passion? How Can Your Passion Drive Your Search?**

- ASSIGNED READING: Chapter 8 and 9
- How can you build a financial ecosystem around your passions? What do you love to do? What fundamental problem in society do you want to solve?

##### **Day 3 & 4: What Does the Current Market Say About Your Passions and Fundamental Problem?**

- ASSIGNED READING: Chapter 8 and 9 (cont'd) and Tampa Bay Business Journal Articles
- Students will analyze their skill sets, identify what makes them “get up in the morning” and begin to look out into the job market and find companies that are looking for their skill sets.
- Students will learn how to use their passions to navigate them throughout the current marketplace.
- Students will review the company culture of at least three businesses and give a written report on what kind of company culture best suits them.

#### **WEEK 6 – Dress for Success**

*\*These entire weeks will be dedicated to further investigating company culture and policies, while students will receive one-on-one consultation about dressing the part. They will be asked what clothing*



*items are in their closet to assist with the best and be told what items are necessary to make the best presentation to a prospective employer.*

### **WEEK 7 – Resume / Portfolio (Final Project)**

#### **Day 1: Knowing the Right Language and Lens**

- Students will learn how to shift their perspective and language when presenting new ideas to a prospective employer / investor.
- Students will be tasked to outline their skills and abilities in essay form. Then they will be tasked to pair it down to an elevator pitch.

#### **Day 2: What Will the End of Your Resume Look Like?**

- Are you a Career person? Looking to work up the ladder and or to later run a future business? What accomplishments do you want to have before you retire?

#### **Day 3 & 4: The Mock Interview**

While teams will continue to work together on the business plan and structure of their organization, individuals will be asked to conduct a mock interview that will assess what they have learned throughout the class studies, analyzing business structure and what was provided on the resume.

Classroom essay (250+ words): on your team’s current business plan and how you plan to market yourself to employers and investors. Students will begin to observe how marketing yourself is the same thing as marketing a product / business to an investor.



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## **18 Week Curriculum**

### **WEEK 1 – What is Leadership**

**Syllabus overview and Introduction of course studies.**

**Understand the fundamental principles of being a leader.**

- Discussions/Lecture Presentations

### **WEEK 2 – What is Leadership (cont.)**

**What kind of Leader are you?**

- Interactive Discussions: students will identify leaders in the community that inspire them and begin to build a case study.

### **WEEK 3 – What is Leadership (cont.)**

**Listening Before Being Heard**

- Discussions / Lecture Presentations

### **WEEK 4 – Organization and Structure**

**Good Leaders Know How to Follow**

- Proper Chains of Command in a business (CEO, Manager, Employee)
- What does Synergy in a business look like
- Who reports to who?
- What do you do during conflict?

### **WEEK 5 – Organization and Structure (cont.)**

**What do Good Businesses Need to Thrive?**

Following up with the case study from the week before, students will begin to analyze the leaders they chose and the businesses they work for and begin to identify key strategies that are used to create a sense of Synergy and Growth for the organization.

### **WEEK 6 – The Interpersonal Skills of a Leader**

**How to Develop a Team**

This week students will begin to partner off into groups and be asked to assign roles to individuals and begin to analyze the employee structure up close. Students will focus on what

builds a good organization starting with learning how to build responsible good employees. Everyone will have the opportunity to perform as a CEO, Manager and Employee.

### **WEEK 7 – The Interpersonal Skills of a Leader (cont.)**

Following up with yesterday's group assignment, students will begin to read Robert Kiyosaki's Cashflow Quadrant and begin to further analyze further the employee's roles that they can fulfill while building their careers.

*\*The entire week will be dedicated to building groups and discussing roles. Students should try to have a diverse eclectic group of Employees, Self-Employed, Business owner, and Investors (based on Robert Kiyosaki's Cashflow Quadrant method.*

### **WEEK 8 – The Interpersonal Skills of a Leader - Listening is Key**

*\*This week will be dedicated to completing a full business proposal for the group. Students should aim to switch roles and engage and participate all to full capacity.*

### **WEEK 9 – Studying the Marketplace and Career Development**

*\*This week, and the following weeks readings should be reviewed with your group partners before class*

#### **What is Career Development?**

- ASSIGNED READING: Chapter 7: Becoming Who You Are (*Cashflow Quadrant*)
- Dissuading students from believing that money and labor will solve your problems.

### **WEEK 10 – Studying the Marketplace and Career Development (cont.)**

#### **What is Your Passion? How Can Your Passion Drive Your Search?**

- ASSIGNED READING: Chapter 8 and 9
- How can you build a financial ecosystem around your passions? What do you love to do? What fundamental problem in society do you want to solve?

### **WEEK 11 – Studying the Marketplace and Career Development (cont.)**

#### **What Does the Current Market Say About Your Passions and Fundamental Problem?**

- ASSIGNED READING: Chapter 8 and 9 (cont'd) and Tampa Bay Business Journal Articles
- Students will analyze their skill sets, identify what makes them “get up in the morning” and begin to look out into the job market and find companies that are looking for their skill sets.

**WEEK 12 – Studying the Marketplace and Career Development (cont.)**

- Students will learn how to use their passions to navigate them throughout the current marketplace.
- Students will review the company culture of at least three businesses and give a written report on what kind of company culture best suits them.

**WEEK 13 – Dress for Success**

*\*These entire weeks will be dedicated to further investigating company culture and policies, while students will receive one-on-one consultation about dressing the part. They will be asked what clothing items are in their closet to assist with the best and be told what items are necessary to make the best presentation to a prospective employer.*

**WEEK 14 – Resume / Portfolio (Final Project)**

**Understanding the importance of a cover letter**

- Students will learn the importance and impact of a cover letter
- Students will learn how to properly format and present a cover letter

**WEEK 15 – Resume / Portfolio (Final Project)**

**Knowing the Right Language and Lens**

- Students will learn how to shift their perspective and language when presenting new ideas to a prospective employer / investor.
- Students will be tasked to outline their skills and abilities in essay form. Then they will be tasked to pair it down to an elevator pitch.

**WEEK 16 – Resume / Portfolio (Final Project)**

**What Will the End of Your Resume Look Like?**

- Are you a Career person? Looking to work up the ladder and or to later run a future business? What accomplishments do you want to have before you retire?

**WEEK 17 – Resume / Portfolio (Final Project)**

**The Mock Interview**

While teams will continue to work together on the business plan and structure of their organization, individuals will be asked to conduct a mock interview that will assess what they have learned throughout the class studies, analyzing business structure and what was provided on the resume.

**WEEK 18 – Resume / Portfolio (Final Project)**

Classroom essay (250+ words) on your team’s current business plan and how you plan to market yourself to employers and investors. Students will begin to observe how marketing yourself is the same thing as marketing a product / business to an investor.



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## **32 Week Curriculum**

### **WEEK 1 – What is Leadership**

**Syllabus overview and Introduction of course studies.**

**Understand the fundamental principles of being a leader.**

- Discussions/Lecture Presentations

### **WEEK 2 – What is Leadership (cont.)**

**Reflection of Leadership Experiences**

- Students will reflect on personal experiences of effective and ineffective leadership

### **WEEK 3 – What is Leadership (cont.)**

**What kind of Leader are you?**

- Interactive Discussions: students will identify leaders in the community that inspire them and begin to build a case study.

### **WEEK 4 – What is Leadership (cont.)**

**Students will participate in good/bad leadership scenario survey**

- Interactive game and dialogue session

### **WEEK 5 – What is Leadership (cont.)**

**Listening Before Being Heard**

- Discussions / Lecture Presentations

### **WEEK 6 – What is Leadership (cont.)**

**5 Styles of Leadership**

- Students will learn the 5 Styles of Leadership
- Students will reflect on what type of leadership style they relate to the most

### **WEEK 7 – Organization and Structure**

### **Good Leaders Know How to Follow**

- Proper Chains of Command in a business (CEO, Manager, Employee)
- What does Synergy in a business look like
- Who reports to who?
- What do you do during conflict?

### **WEEK 8 – Organization and Structure (cont.)**

#### **What Does a Good Businesses Need to Thrive?**

- Following up with the case study from the week before, students will begin to analyze the leaders they chose and the businesses they work for and begin to identify key strategies that are used to create a sense of Synergy and Growth for the organization.

### **WEEK 9 – The Interpersonal Skills of a Leader**

#### **How to Develop a Team**

- This week students will begin to partner off into groups and be asked to assign roles to individuals and begin to analyze the employee structure up close. Students will focus on what builds a good organization starting with learning how to build responsible good employees. Everyone will have the opportunity to perform as a CEO, Manager and Employee.

### **WEEK 10 – The Interpersonal Skills of a Leader (cont.)**

#### **What makes or break an employee team?**

- Students will use this week to do reflections on experience with different employee roles from previous week's How to Develop a Team activity

### **WEEK 11 – The Interpersonal Skills of a Leader (cont.)**

- Following up with last week's group assignment, students will begin to read Robert Kiyosaki's Cashflow Quadrant and begin to further analyze further the employee's roles that they can fulfill while building their careers.

### **WEEK 12 – The Interpersonal Skills of a Leader (cont.)**

*\*The entire week will be dedicated to building groups and discussing roles. Students should try to have a diverse eclectic group of Employees, Self-Employed, Business owner, and Investors (based on Robert Kiyosaki's Cashflow Quadrant method.*

### **WEEK 13 – The Interpersonal Skills of a Leader - Listening is Key**

*\*This week will be dedicated to completing a full business proposal for the group. Students should aim to switch roles and engage and participate all to full capacity.*

**WEEK 14 – The Interpersonal Skills of a Leader - Listening is Key (cont.)**

*\*This week will be dedicated to completing a full business proposal for the group. Students should aim to switch roles and engage and participate all to full capacity.*

**WEEK 15 – Studying the Marketplace and Career Development**

*\*This week, and the following weeks readings should be reviewed with your group partners before class*

**WEEK 16 – Studying the Marketplace and Career Development (cont.)**

**What fits me the best?**

- Students will partake in career personality questionnaire
- Students will learn what careers would fit them the best

**WEEK 17 – Studying the Marketplace and Career Development (cont.)**

**What is Career Development?**

- ASSIGNED READING: Chapter 7: Becoming Who You Are (*Cashflow Quadrant*)
- Dissuading students from believing that money and labor will solve your problems.

**WEEK 18 – Studying the Marketplace and Career Development (cont.)**

**What is Your Passion? How Can Your Passion Drive Your Search?**

- ASSIGNED READING: Chapter 8 and 9
- How can you build a financial ecosystem around your passions? What do you love to do? What fundamental problem in society do you want to solve?

**WEEK 19 – Studying the Marketplace and Career Development (cont.)**

**What Does the Current Market Say About Your Passions and Fundamental Problem?**

- ASSIGNED READING: Chapter 8 and 9 (cont'd) and Tampa Bay Business Journal Articles



- Students will analyze their skill sets, identify what makes them “get up in the morning” and begin to look out into the job market and find companies that are looking for their skill sets.

### **WEEK 20 – Studying the Marketplace and Career Development (cont.)**

- Students will learn how to use their passions to navigate them throughout the current marketplace.
- Students will review the company culture of at least three businesses and give a written report on what kind of company culture best suits them.

### **WEEK 21 – Dress for Success**

*\*These entire weeks will be dedicated to further investigating company culture and policies, while students will receive one-on-one consultation about dressing the part. They will be asked what clothing items are in their closet to assist with the best and be told what items are necessary to make the best presentation to a prospective employer.*

### **WEEK 22 – Dress for Success (cont.)**

*\*These entire weeks will be dedicated to further investigating company culture and policies, while students will receive one-on-one consultation about dressing the part. They will be asked what clothing items are in their closet to assist with the best and be told what items are necessary to make the best presentation to a prospective employer.*

### **WEEK 23 – What is Networking**

#### **Understanding the Concept of Networking**

- Students will dissect and review the importance of Networking (and How to Do it Well) article

### **WEEK 24 – What is Networking (cont.)**

#### **Practice How to Network**

- Students will practice networking skills
- Students will study different strategies and techniques on how to network effectively

### **WEEK 25 – Resume / Portfolio (Final Project)**

#### **Understanding the importance of a cover letter**

- Students will learn the importance and impact of a cover letter
- Students will learn how to properly format and present a cover letter

**WEEK 26 – Resume / Portfolio (Final Project)**

**Knowing the Right Language and Lens**

- Students will learn how to shift their perspective and language when presenting new ideas to a prospective employer / investor.
- Students will be tasked to outline their skills and abilities in essay form. Then they will be tasked to pair it down to an elevator pitch.

**WEEK 27 – Resume / Portfolio (Final Project)**

**What Will the End of Your Resume Look Like?**

- Are you a Career person? Looking to work up the ladder and or to later run a future business? What accomplishments do you want to have before you retire?

**WEEK 28 – Resume / Portfolio (Final Project)**

**The Mock Interview**

- While teams will continue to work together on the business plan and structure of their organization, individuals will be asked to conduct a mock interview that will assess what they have learned throughout the class studies, analyzing business structure and what was provided on the resume.

**WEEK 29 – Resume / Portfolio (Final Project)**

- Classroom essay (250+ words) on your team’s current business plan and how you plan to market yourself to employers and investors. Students will begin to observe how marketing yourself is the same thing as marketing a product / business to an investor.

**WEEK 30 – Review**

**Program Survey**

- Students will reflect on program and take survey

**WEEK 31 – Applying New Knowledge**

**Open Dialogue**

- Students will have open dialogue about what they learned in program and how they can incorporate into their daily lifestyle

**WEEK 32 – Exit Counseling**



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