

301-004

Announcing

A Correspondence Course
on
Leadership

A Project of the
Virginia Cooperative
Extension Service

Virginia Polytechnic Institute
and State University
Blacksburg, Virginia

and

Virginia State University
Petersburg, Virginia

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no. 301-004

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The success of every organized activity - be it a business, a school, a government agency, a community club or an association - depends upon the managerial skills of its leaders. In turn, the skills a leader possesses are not necessarily inborn. On the contrary, most managerial skill development takes place as a result of study, experience, and observation.

In recognition of the critical interface between leadership and organizational effectiveness, the Virginia Cooperative Extension Service has developed a correspondence course on the process and function of leadership in an organizational setting.

COURSE CONTENT

The focus of the course is on the activities normally associated with the leadership function. Topical areas include

- leadership styles
- meeting management
- group decision making
- conflict management
- motivation
- communication
- team building
- the concept of change
- applying leadership skills in your community.

COURSE ORGANIZATION AND MATERIALS

The course is organized according to subject matter modules. Each module is approximately thirty pages in length. A bibliography as well as exercise or activity accompanies each of the four modules. Upon mailing completed course exercises to Virginia Tech, a certificate of accomplishment will be sent. The modules, which become the property of each participant, will be mailed as a complete package.

COURSE COST AND AVAILABILITY

The Virginia Cooperative Extension Service is offering the course on a cost recovery basis. As such, it is anticipated that the course will cost no more than twenty (\$20.00) dollars per participant. The course will be available in early 1984.

FURTHER INFORMATION

Please complete the attached flyer if you desire further information regarding the correspondence course. If you have specific questions feel free to contact Michael Chandler, Extension Specialist, Community Resource Development, Blacksburg, Virginia, 24061, at 703/961-6921.

I would like to know more about the
correspondence course on Leadership.
Specifically, I am interested in

Taking the course.

Receiving more information.

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: (_____) _____

Mail all inquiries to:

R. Michael Chandler
Extension Specialist, Community Resource Development
VPI&SU, Extension Division
Blacksburg, VA 24061

A joint project of Community Resource Development and the Center for Volunteer Development VPI&SU, Extension Division.



Community Resource
Development



Virginia Cooperative Extension Service programs, activities, and employment opportunities are available to all people regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation. An equal opportunity/affirmative action employer.

Issued in furtherance of Cooperative Extension work, Acts of May 8, and June 30, 1914, and September 30, 1977, in cooperation with the U.S. Department of Agriculture, Mitchell R. Geasler, Vice Provost for Extension and Director, Virginia Cooperative Extension Service, Virginia Polytechnic Institute and State University, Blacksburg, Virginia, 24061: M. C. Harding, Sr., Administrator, 1890 Extension Program, Virginia State University, Petersburg, Virginia 23803.