



## Team Building and Management

**Meeting Days, Times, Location:** [M,W, 8am-9:30amPST]

**Semester:** 1, **Year:** 1

**Units:** 3

### Instructor information

**Name** Emily Letran DDS MS

**Contact Info** [emily@exceptional leverage.com](mailto:emily@exceptional leverage.com) , 626-808-5762

**Office location** Monrovia, CA USA

**Office hours** TBA

### TA Information [If applicable]

**TA name** NA

**TA Contact Info** NA

**Office location** NA

**Office hours** NA

### Course Description

What the students will learn

- Understanding the natural talents of the CEO and the team (The Kolbe System)
- Understanding KPI
- Accountability of team performance
- Team motivation
  
- Selective reading will be given as prerequisites for certain lectures

### Learning Objectives

- Understand team dynamics and how their natural talents fit in their roles
- Know how to minimize conflicts in relationships and workplace
- Measuring and monitoring business metrics

### Learning Resources

- *Pure Instinct, The M.O. of High Performance People and Teams*, Kathy Kolbe

- *Think and Grow Rich*, Napoleon Hill
- *How To Win Friends and Influence People*, Dale Carnegie

## Assessments

The final course grade will be calculated using the following categories:

Assessment	Percentage of Final Grade
Attendance	10%
Class participation including homework	20%
Midterm	30%
Final	40%

Students will be assigned the following final letter grades, based on calculations coming from the course assessment section.

Grade	Percentage Interval
A	90-100%
B	80-89
C	70-79
D	60-69
F	<60

## Grading Policies

- **Late-work policy:** Late work will be accepted with deducted points within 24 hours of due date
- **Make-up work policy:** Will allow students to make-up assignments and/or assessments and require documentation (e.g., doctor's note)
- **Re-grade policy:** Will regrade by request within one week of receiving the graded assignment
- **Attendance and/or participation policy:** Attendance and/or participation is a graded component of the course. Camera is required to be on during lecture.
- **Course Policies**
- **Attendance & Participation** Attendance and/or participation is a graded component of course
- **Academic Integrity & Collaboration:** Academic integrity is expected as students need to complete coursework on their own. Certain assignments may allow team collaboration

- **Late-work/Make-up work policy:** Late work is accepted within 24 hours with deducted points.
- **Accommodations for students with disabilities and student wellness:** *If you have a disability and require accommodations, please contact Dr Emily Letran directly*
- **Mobile Devices:** Having a mobile device would benefit student learning when directed during the course, ie faculty may ask students to text or email in their answers . No mobile distraction allowed during lecture

**Course Schedule**

Date	Theme/Topic	Learning Outcomes Addressed	Assignments Due
TBA	TBA	TBA	TBA