<table>
<thead>
<tr>
<th>BTL Module</th>
<th>BTL Module Objectives</th>
<th>Standard</th>
<th>Indicator</th>
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</table>
| 1. Principles of Leadership | • Identify various styles and traits of leaders  
• Recognize the strengths and assets that make an effective leader  
• Reflect on effective and ineffective leaders when working with teams  
• Lead team members effectively to work cooperatively and complete tasks | Career Development Domain Standard A:  
Students will acquire the skills to investigate the world of work in relation to knowledge of self and make informed career decisions | C:A1 Develop Career Awareness  
C:A1.3 Develop an awareness of personal abilities, skills, interests and motivations  
C:A1.4 Learn how to interact and work cooperatively in teams  
C:A1.5 Learn to make decisions |
|                   |                                                                                       | Career Development Domain Standard C:  
Students will understand the relationship between personal qualities, education, training and the world of work | C:C1 Apply Skills to Achieve Career Goals  
C:C2.3 Learn to work cooperatively with others as a team member |
|                   |                                                                                       | Personal/Social Development Domain Standard A:  
Students will acquire the knowledge, attitudes and inter-personal skills to help them understand and respect self and others | PS:A1: Acquire Self-knowledge  
PS:A1.9 Demonstrate cooperative behavior in groups  
PS:A1.10 Identify personal strengths and assets |
|                   |                                                                                       | Social Studies Domain Standard 6:  
Students understand the importance of culture, individual identify, and group identity | 9-12.6.3: Relate element of socio-cultural development with other factors (e.g., individual differences, personality and assessment, psychological disorders and treatments) |
| 2. Leadership Etiquette | • Learn about etiquette as it applies to professional situations  
• Understand how to set a formal table setting  
• Demonstrate basic table manners  
• Learn tips to improve socializing skills  
• Create a personal elevator speech  
• Develop an awareness of how “online” life can affect real life | English - Speaking and Listening Standards 9-12 Presentation of Knowledge and Ideas | SL.6 Adapt verbal and nonverbal communication to a variety of contexts, audiences, and tasks, demonstrating fluency and poise, and a command of formal English when indicated or appropriate. |
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<tbody>
<tr>
<td></td>
<td>Business Education Strand 4: Communication Topic 2: Interpersonal Skills 2a. Professionalism and Business Etiquette Standard 1: Apply interpersonal skills in personal and professional environments to communicate effectively</td>
<td>4.2a.1.5 Demonstrate appropriate etiquette and manners in specific situations</td>
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<td></td>
<td>Business Education Strand 3: Career Development Topic 3: Career Readiness Expectations 3d. Workplace Communication skills</td>
<td>3.3d.1.4 Develop effective oral communication skills that include attentive and active listening, and nonverbal communication skills</td>
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<td>Library and Technology Content Standards. Strand: Responsible Use of Information and Technology Cluster Digital Citizenship and Safety</td>
<td>9-12.RU.10 Apply safe and ethical behaviors to personal electronic community and interaction 9-12.RU.11 Advocate and use safe practices for sharing personal information</td>
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### Building Tomorrows Leaders
Crosswalk of program objectives with NDDPI Content and Achievement Standards

<table>
<thead>
<tr>
<th>3. <strong>Effective Communication</strong></th>
<th><strong>Career Development</strong> Personal/Social Development Domain</th>
<th><strong>NDDPI Standard</strong> and <strong>Achievement</strong> Standards</th>
</tr>
</thead>
</table>
| - Define various types of communication  
- Understand basic personality types and effective communication | **Standard A**: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others | **PS:A1 Acquire Self-Knowledge**  
**PS:A1.10 Identify personal strengths and assets**  
**PS:A2 Acquire Interpersonal skills**  
**PS:A2.6 Use effective communication skills**  
**PS:A2.7 Know that communication involves speaking, listening and nonverbal behavior** |
| **Business Education Strand 3: Career Development. Topic 3: Career Readiness Expectations 3b. Workplace Relationships**  
**Standard 1**: Relate the importance of career readiness skills to career development | | **3.3b.1.12 Demonstrate appropriate interpersonal skills for working with and for others** |
**Standard 1**: Relate the importance of career readiness skills to career development | | **3.3d.1.3 Demonstrate good listening skills**  
**3.3d.1.4 Develop effective oral communication skills that include attentive and active listening, and nonverbal communication skills** |
| **Business Education Strand 4: Communication Topic 1: Foundations of Communication 1a. Active Listening**  
**Standard 1**: Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness | | **4.1a.1.12 Discuss the importance of listening skills** |
| **Business Education Strand 4: Communication Topic 2: Interpersonal Skills 2b. Leadership and Collaborative Communication**  
**Standard 1**: Apply interpersonal skills in personal and professional environments to communicate effectively | | **4.2b.1.11 Identify various personality styles**  
**4.2b.1.20 Demonstrate appropriate responses to a variety of personality styles.** |
### Building Tomorrows Leaders
Crosswalk of program objectives with NDDPI Content and Achievement Standards

|-----------------------|----------------------------|-------------------------------------|-------------------------|
| • Understand that conflict is an integral part of making decisions  
• Recognize conflict and learn about its causes  
• Develop strategies to manage conflict and move forward with group work | **Standard C:** Students will understand the relationship between personal qualities, education, training and the world of work. | **Standard A:** Students will acquire the knowledge, attitudes and inter-personal skills to help them understand and respect self and others  
**Standard B:** Students will make decisions, set goals and take necessary action to achieve goals | **Standard 6:** Students understand the importance of culture, individual identity and group identity. |
|  | C:C1 Apply Skills to Achieve Career Goals  
C:C2.2 Learn how to use conflict management skills with peers and adults  
C:C2.3 Learn to work cooperatively with others as a team member | **A1: Acquire self-knowledge**  
PS:A1.6 Distinguish between appropriate and inappropriate behavior  
PS:A1.9 Demonstrate cooperative behavior in groups  
**A2 Acquire Interpersonal Skills**  
PS:A2.2 Respect alternative points of view  
PS:A2.3 Recognize, accept, respect and appreciate individual differences  
PS:A2.6 Use effective communications skills  
PS:A2.7 Know that communication involves speaking, listening and nonverbal behavior | **9-12.6.4** Analyze conflict, cooperation and interdependence among individuals, groups, and institutions |
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<tr>
<th><strong>5. Effective Meetings</strong></th>
<th><strong>North Dakota Library and Technology Standards Grades 9-12</strong>&lt;br&gt;Strand: Personal Learning and Growth Cluster: Learning Communities</th>
<th><strong>9-12.PLG.3 Model leadership and confidence by presenting ideas to others in both formal and informal situations</strong></th>
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<tr>
<td>• Describe an effective meeting agenda&lt;br&gt;• Make a motion in a meeting confidently&lt;br&gt;• Understand the basics of parliamentary procedure&lt;br&gt;• Model confidence needed to serve in a leadership role</td>
<td><strong>Business Education Strand 4: Communication Topic 2: Interpersonal Skills 2b. Leadership and Collaborative Communication Standard 1:</strong>&lt;br&gt;Apply interpersonal skills in personal and professional environments to communicate effectively</td>
<td>4.2b.1.1 Communicate well with others&lt;br&gt;4.2b.1.2 Work effectively in small groups&lt;br&gt;4.2b.1.4 Describe why meetings are important&lt;br&gt;4.2b.1.6 Explain why each meeting should have a purpose&lt;br&gt;4.2b.1.13 Describe the importance of preparing and distributing an agenda prior to the meeting&lt;br&gt;4.2b.1.15 Use proper parliamentary procedures</td>
</tr>
<tr>
<td><strong>Family and Consumer Sciences Area of Study 1.0: Career, Community, and Family Connections Comprehensive Standard – Integrate multiple life roles and responsibilities in family, work and community settings</strong>&lt;br&gt;Standard 1.2 Demonstrate transferable and employability skills in school, community and workplace settings.</td>
<td><strong>1.2.4 Demonstrate teamwork skills in school, community and workplace settings&lt;br&gt;1.2.6 Demonstrate leadership skills and abilities in school, workplace and community settings.</strong></td>
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<td>6. Community &amp; State Exploration</td>
<td>Social Studies Standard 4: Students understand the development, functions, and forms of various political institutions and the role of the citizen in government and society</td>
<td>9-12.4.6 Rights and Responsibilities of Citizens: Students provide a relevant evaluation of the rights and responsibilities of citizenship and civic participation</td>
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<td>• Understand the leadership opportunities available in school and community</td>
<td>Career Development Academic Development Domain Standard C: Students will understand the relationship of academics to the world of work and to life and home and in the community</td>
<td>A:C1 Related School to Life Experiences: A:C1.2 Seek co-curricular and community experience to enhance the school experience and A:C1.5 Understand that school success is the preparation to make the transition from student to community member</td>
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<tr>
<td>• Connect with leadership mentors in the community</td>
<td>Business Education Strand 3: Career Development Topic 5: Lifelong Learning 5a. Personal Growth Standard 1: Relate the importance of lifelong learning to personal and career success</td>
<td>3.5a.1.9 Describe benefits of participating in school and community activities</td>
</tr>
<tr>
<td>• Explore state and local government opportunities</td>
<td>Business Education Strand 4: Communication Topic 2: Interpersonal Skills 2a. Professionalism and Business Etiquette Standard 1: Apply interpersonal skills in personal and professional environments to communicate effectively</td>
<td>4.2a.1.41 Build a network of professional contacts</td>
</tr>
<tr>
<td>• Understand the legislative process</td>
<td>Family and Consumer Science Area of Study 1.0 Career, Community, and Family Connections Comprehensive Standard – integrate multiple life roles and responsibilities in family, work and community settings</td>
<td>1.3.2 Demonstrate skills that individuals and families can utilize to support civic engagement in community activities</td>
</tr>
</tbody>
</table>
### Building Tomorrows Leaders
Crosswalk of program objectives with NDDPI Content and Achievement Standards

| 7. Career Preparation | Career Development Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions | C:A1 – Develop Career Awareness  
C:A1.3 Develop and awareness of personal abilities, skills, interests and motivations  
C:A1.6 – Learn how to set goals  
C:A1.7 – Understand the importance of planning  
C:A2 – Develop employment readiness  
C:A2.6 – learn how to write a resume  
C:A2.8 – Understand the importance of responsibility, dependability, punctuality, integrity and effort in the workplace |
| --- | --- | --- |
| • Recognize what is suitable to wear for a job interview and professional situations  
• Learn the building blocks of a personal resume and employment cover letter  
• Learn how to prepare for an interview and gain confidence in interviewing  
• Know the most common questions asked during an interview and the past questions to ask a potential employer  
• Understand what employers are looking for and what should be shared | Career Development Personal/Social Development Domain Standard A: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others | PS:A1 Acquire self-knowledge  
PS:A1.1 Develop positive attitudes toward self as a unique and worthy person  
PS:A1.6 Distinguish between appropriate and inappropriate behavior |
|  | Business Education Strand 3: Career Development Topic 4: School-To-Career Transition 4b. Career Development File and Employment Portfolio Standard 1: Develop strategies to effectively transition from school to career | 3.4b.1.6 Prepare paper and electronic resumes and cover letters |
|  | Business Education Strand 4: Communication Topic 2: Interpersonal Skills 2a. Professionalism and Business Etiquette Standard 1: Apply interpersonal skills in personal and professional environments to communicate effectively | 4.2a.1.5 Demonstrate appropriate etiquette and manners in specific situations  
4.21.1.27 Select appropriate business attire and demonstrate good grooming |
|  | Business Education Strand 4: Communication Topic 5: Employment Communication Standard 1: Communicate effectively for employment success | 4.5.1.4 Write simple application messages and resumes for simulated job opportunities  
4.5.1.5 Role-play interview situations for simulated job opportunities |
# Building Tomorrows Leaders
## Crosswalk of program objectives with NDDPI Content and Achievement Standards

| 8. Project Management | Career Development Domain Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions. | C:A1 Develop Career Awareness
C:A1.4 Learn how to interact and work cooperatively in teams
C:A1.5 Learn to make decisions
C:A1.6 Learn how to set goals
C:A1.7 Learn the importance of planning |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | Career Development Domain Standard C: Students will understand the relationship between personal qualities, education, training and the world of work.                                                                                     | C:A2 Develop Employment Readiness
C:A2.1 Acquire employability skills such as working on a team, problem-solving and organizational skills
C:A2.9 Utilize time-and-task management skills |
|                       | Personal/Social Development Domain Standard A: Students will acquire the knowledge, attitudes and inter-personal skills to help them understand and respect self and others.                                           | C:C2 Apply Skills to Achieve Career Goals
C:C2.3 Learn to work cooperatively with others as a team member |
|                       | PS:A1 Acquire self-knowledge
PS:A1.3 Learn the goal setting process |
|                       | PS:B1.2 Understand consequences of decisions and choices
PS:B1.3 Identify alternative solutions to a problem
PS:B1.12 Develop an action plan to set and achieve realistic goals |

- Recognize the steps to plan for an effective group project
- Develop goals and strategies to implement a group project in the school or community
- Complete a group project benefitting the school or community