Family, Career and Community Leaders of America
Reston, Virginia

FCCLA is a national nonprofit Career and Technical Student Organization (CTSO) for youth in Family and Consumer Sciences (FACS) education, or related courses as determined by the state department of education. Any student who has taken or is currently taking any FACS class is eligible for membership.
Welcome to the FCCLA Leadership Academy

We're really excited to have you on board for the newest addition to the leadership development component of FCCLA! The Leadership Academy will be a place where you have access to great resources, meet new people, monitor your personal growth, and be recognized for your commitment to FCCLA. Interactive instruction and discussion will allow you to network with FCCLA members from across the country, as well as give you the ability to tailor your experience with the Leadership Academy to meet your needs!

While you’re on your Leadership Academy journey, there are a few things we want you to keep in mind. The Leadership Academy is about re-imagining what you can do in the present and achieve in the future. With the skills you’ll learn through these courses, combined with the fundamental knowledge and traditions held through FCCLA, you’ve got a winning recipe for becoming the greatest leader you can be. But that’s only possible if you say, and truly believe that it can be done. Leadership development doesn’t just happen - it takes some of work. Here at the FCCLA Leadership Academy, we have a firm belief that leaders are made, not born. That means that no matter who you are, where you come from, or what you think you’re capable of, with the right attitude and work ethic, you can become a great leader in your family, career, community, and beyond.

Your Leadership Academy experience will ultimately be what you make of it. If you put in the time and effort to complete each course's requirements to the best of your ability, you’ll be on track to completing your concentration with flying colors. Also, when you’re on your journey, make sure you utilize the resources available to you - including the people who will be with you along the way. Your fellow Leadership Academy participants, as well as the Leadership Training Team will be with you every step of the way to offer support, answer questions, and cheer you on as you cross the finish line.

Thanks so much for joining the Leadership Academy, and we hope that you have a great time learning, leading, and living the ultimate leadership experience!

- The Leadership Training Team

“Nothing can stop the [person] with the right mental attitude from achieving his goal; nothing on earth can help the [person] with the wrong mental attitude.”

- Thomas Jefferson

Photo credit: Caroline Weir
# COURSE LISTINGS

Coursework is divided into four categories: FCCLA, Leadership (LEAD), Officership (OFCR), and The Student Leadership Challenge (SLC).

## FCCLA Courses

<table>
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<tr>
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## Leadership Courses

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### Officership Courses

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### The Student Leadership Challenge® Courses

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### Courses Organized by Location Offered

#### National Leadership Conference
- FCCLA 201: Program Network I
- FCCLA 202: Competitive Events Network I
- FCCLA 203: Connection Network I
- FCCLA 204: Membership Network I
- FCCLA 205: Finance Network I
- FCCLA 206: State Presidents Network I
- FCCLA 326: Competitive Events Practicum
- FCCLA 350: Voting Delegate Practicum
- FCCLA 402: Becoming an Active Alumna
- FCCLA 450: National Elections Practicum
- LEAD 101: Communication
- LEAD 102: Goal Setting
- LEAD 103: Professionalism
- LEAD 104: Networking
- OFCR 202: State Officer Training I
- OFCR 302: State Officer Training II
- SLC 201: Model the Way
- SLC 202: Inspire a Shared Vision
- SLC 203: Challenge the Process
- SLC 204: Enable Others to Act
- SLC 205: Encourage the Heart

#### Capitol Leadership
- FCCLA 310: Promoting FCCLA
- FCCLA 325: Current Issues in FCCLA
- LEAD 201: Etiquette
- LEAD 202: Identifying Stakeholders & Gaining Support
- LEAD 203: Public Speaking
- LEAD 401: Advocacy
- OFCR 201: Teambuilding II

#### National Cluster Meetings
- FCCLA 301: Program Network II
- FCCLA 302: Competitive Events Network II
- FCCLA 303: Connection Network II
- FCCLA 304: Membership Network II
- FCCLA 305: Finance Network II
- FCCLA 306: State Presidents Network II
- OFCR 402: State Officer Training III

#### State
- FCCLA 105: Ceremonies
- FCCLA 425: State Meeting Practicum
- LEAD 301: Accountability
- LEAD 404: Mentorship
- OFCR 101: Teambuilding I
- OFCR 102: Strategic Planning (POW)
- OFCR 103: Basic Parliamentary Procedure
- OFCR 201: Teambuilding II
- OFCR 203: Advanced Parliamentary Procedure

#### Online
- FCCLA 101: Mission, Purposes, and Creed
- FCCLA 102: FCCLA Website
- FCCLA 103: Brand FCCLA
- FCCLA 104: Programs & Competitive Events
- LEAD 100: Time Management
- LEAD 202: Identifying Stakeholders & Gaining Support
- LEAD 402: Strong Finish
- LEAD 403: Leaving a Legacy
- OFCR 401: State President Reporting
- SLC 100: The SLC Overview
- SLC 101: Student Leadership Practices Inventory
- SLC 301: Putting the SLC into Action
CONCENTRATIONS

FCCLA Ultimate Leader
The FCCLA Ultimate Leader concentration is for any member interested in advancing their basic leadership knowledge and skills.

Coursework:
- FCCLA: 4 electives
- LEAD: 3 electives
- SLC: 3 electives

Course Locations: Online and/or National Leadership Conference

Materials Provided: The Ultimate Officer Handbook & Training Manual

Cost: $25

SLC Achiever
The SLC Achiever is for any FCCLA member who wants to learn how to apply the Five Practices of The Student Leadership Challenge to their life.

Coursework:
- FCCLA: 2 electives
- LEAD: 3 electives
- SLC: All 8 offered courses

Course Locations: Online and National Leadership Conference

Materials Provided: 1 Student Leadership Practices Inventory token

Cost: $25

Expert Advocate
The Expert Advocate track is for any FCCLA member looking for leadership training with an emphasis on advocacy and public policy. Participants are required to put their knowledge into action during Capitol Leadership by addressing current and important youth and education issues.

Coursework:
- FCCLA: 101, 102, 103, 301, 302, 310, 325
- LEAD: 103, 104, 201, 202, 203, 401
- SLC: 100

Course Locations: Capitol Leadership

Materials Provided: Capitol Leadership Manual and Training Materials

Cost: The cost is included in the Capitol Leadership Registration Package

Master State Officer
The Master State Officer track is designed specifically for state officers who want the ultimate officer experience in leadership training, FCCLA integration, and networking with others.

Coursework:
- FCCLA: 7 courses including at least one 200 or 300 level and 425
- LEAD: 5 courses including at least one in each level: 100, 200, 300, 400
- OFCR: 5 courses including 101, 102, 202, 302, and one elective
- SLC: 3 electives

Course Locations: State Executive Council meetings/trainings, State Leadership Conference, and two or more of the following: National Leadership Conference, Capitol Leadership, National Cluster Meetings.

Materials Provided: The Ultimate Officer Handbook & Training Manual, The Student Leadership Challenge, and 1 Student Leadership Practices Inventory token

Cost: $75
FCCLA Courses

FCCLA courses teach Leadership Academy participants the fundamentals of our organization. Every concentration requires at least 2 FCCLA course offerings, and can be accomplished everywhere Leadership Academy is offered.

- **FCCLA 101: Mission, Purposes & Creed**  
  *This course can be completed online.*  
  This course equips participants with the three core elements of FCCLA that every member should know.

- **FCCLA 102: FCCLA Website**  
  *This course can be completed online.*  
  In this course, participants will familiarize themselves with the FCCLA website and the organization’s presence online.

- **FCCLA 103: Brand FCCLA**  
  *This course can be completed online.*  
  Knowing how to effectively and consistently display the FCCLA brand is an essential part of spreading the word about the organization. In this course, participants will gain a thorough understanding of how to properly use FCCLA logos, editorial style guidelines, and photo guidelines.

- **FCCLA 104: Programs & Competitive Events**  
  *This course can be completed online.*  
  From Career Connection to Student Body, the national programs are fundamental components of FCCLA. Through this course, participants will familiarize themselves with each of the programs, as well as FCCLA’s competitive events to gain a comprehensive understanding of how each play a role in the organization.

- **FCCLA 105: Ceremonies**  
  *This course can be completed at the state level.*  
  FCCLA’s ceremonies are rooted in the long-held traditions of our organization. Through this course, participants will gain a mastery of each of the official FCCLA ceremonies, as well as a working knowledge of how to incorporate these ceremonies into chapter activities throughout the year.  
  *Prerequisite: permission of state adviser*

- **FCCLA 201: Program Network I**  
  *This course can be completed at the National Leadership Conference.*  
  In this course, participants will have the opportunity to meet and collaborate with hundreds of other FCCLA members from across the country at the Program Network training, learn more about the national programs and how to incorporate them into chapter- and state-level activities.  
  *Prerequisite: Must be appointed by state adviser*

- **FCCLA 202: Competitive Events Network I**  
  *This course can be completed at the National Leadership Conference.*  
  The Competitive Events Network at the National Leadership Conference is a fantastic opportunity for Leadership Academy participants to learn more about each of FCCLA’s competitive events (STAR Events, Skill Demonstration Events, Knowledge Bowl, and contests), as well as how to promote each of them on a chapter- and state-level.  
  *Prerequisite: Must be appointed by state adviser*

- **FCCLA 203: Connection Network I**  
  *This course can be completed at the National Leadership Conference.*  
  Participants in the Connection Network training will learn valuable skills to put to use when communicating and interacting with members, stakeholders, and advocating for FCCLA. In addition, participants will be able to expand their own personal networks by interacting with hundreds of other FCCLA members at the training to brainstorm new ideas and form new friendships.  
  *Prerequisite: Must be appointed by state adviser*

- **FCCLA 204: Membership Network I**  
  *This course can be completed at the National Leadership Conference.*  
  Membership is fundamental for a healthy organization, and participants in the Membership Network training will learn techniques to take with them to their chapters and states to effectively recruit, retain, and recognize members. There will also be plenty of time for networking, collaborating, and meeting plenty of fellow membership network participants.  
  *Prerequisite: Must be appointed by state adviser*
FCCLA 205: Finance Network I  
This course can be completed at the National Leadership Conference.  
Brand new to the FCCLA team trainings, the Finance Network training will allow participants to learn skills necessary to effectively manage finances, fundraise, and spend money wisely in their respective chapters and states. A major emphasis of the training is in forming strategic alliances for greater financial development.  
Prerequisite: Must be appointed by state adviser

FCCLA 206: State Presidents Network I  
This course can be completed at the National Leadership Conference.  
State presidents are an integral part of FCCLA’s student leadership, and as a member of this training, participants will learn teamwork, communication, and management skills necessary to lead their respective state officer teams to victory by the end of their term in office. In addition, participants will have the opportunity to share ideas and network with all of the other state presidents from across the country!  
Prerequisite: Must be elected state president

FCCLA 301: Program Network II  
This course can be completed at the National Cluster Meetings.  
This course is a continuation of FCCLA 201: Program Network I.  
Prerequisite: FCCLA 201

FCCLA 302: Competitive Events Network II  
This course can be completed at the National Cluster Meetings.  
This course is a continuation of FCCLA 202: Competitive Events Network I.  
Prerequisite: FCCLA 202

FCCLA 303: Connection Network II  
This course can be completed at the National Cluster Meetings.  
This course is a continuation of FCCLA 203: Connection Network I.  
Prerequisite: FCCLA 203

FCCLA 304: Membership Network II  
This course can be completed at the National Cluster Meetings.  
This course is a continuation of FCCLA 204: Membership Network I.  
Prerequisite: FCCLA 204

FCCLA 305: Finance Network II  
This course can be completed at the National Cluster Meetings.  
This course is a continuation of FCCLA 205: Finance Network I.  
Prerequisite: FCCLA 205

FCCLA 305: State Presidents Network II  
This course can be completed at the National Cluster Meetings.  
This course is a continuation of FCCLA 206: State Presidents Network I.  
Prerequisite: FCCLA 206

FCCLA 310: Promoting FCCLA  
This course can be completed at Capitol Leadership.  
In this course, participants will learn how to promote and publicize FCCLA by utilizing public service announcements, press releases, and through partnerships with local media outlets. Additionally, participants will create personalized public relations plans and selling statements by incorporating FCCLA’s key messages.

FCCLA 325: Current Issues in FCCLA  
This course can be completed at Capitol Leadership.  
Through this course, participants will learn all about the issues that our organization is facing, but more importantly, strategies to help overcome them as well as how to mobilize members to promote the cause.

FCCLA 326: Competitive Events Practicum  
This course can be completed at the National Leadership Conference.  
Put your skills to the test by participating in, and volunteering for STAR events at the National Leadership Conference.

FCCLA 350: Voting Delegate Practicum  
This course can be completed at the National Leadership Conference.  
As a voting delegate at the National Leadership Conference, you will have the opportunity to help make important decisions for our organization, such as voting for the National Executive Council, and on amendments to the FCCLA bylaws. Participants in this course must be appointed by their state associations as a voting delegate to earn credit.  
Prerequisite: Appointment by state adviser
Leadership courses teach Leadership Academy participants fundamental leadership skills that can be applied in a variety of situations and environments. Every concentration requires at least 2 Leadership course offerings.

**FCCLA 402: Becoming an Active Alumnus**
*This course can be completed at the National Leadership Conference.*
Your participation in FCCLA doesn’t stop at being a member in your chapter. Becoming an active alumnus is a key part of getting the most out of your FCCLA experience, and in this course, you’ll learn exactly how.

**FCCLA 425: State Meeting Practicum**
*This course can be completed at the state level.*
To complete this course, participants will complete a checklist prepared by their respective state advisers outlining responsibilities they should complete during their state meetings, including planning activities, as well as participation in the conference.
Prerequisite: State Executive Council member or permission from state adviser

**LEAD 100: Time Management**
*This course can be completed online.*
In this course, participants will learn how to effectively manage their time, get more done in the day, and learn skills to make sure that an assignment is never turned in late again.

**LEAD 101: Communication**
*This course can be completed at the National Leadership Conference.*
In this course, participants will identify personal communication barriers; develop a plan for overcoming them, as well as define traits of effective senders and receivers of communication through a fun, activity-based workshop.

**LEAD 102: Goal Setting**
*This course can be completed at the National Leadership Conference.*
Setting goals is fundamental to being a good leader, but setting SMART goals is fundamental to being a GREAT leader. In this course, participants will make and set SMART goals and develop plans for executing them through a system of accountability.

**LEAD 103: Professionalism**
*This course can be completed at the National Leadership Conference.*
In this course, you’ll learn to put the “pro” in professionalism, through a variety of activities that will teach you the fundamentals of looking and acting your best as a leader and representative of FCCLA.

**LEAD 104: Networking**
*This course can be completed at the National Leadership Conference.*
It’s not what you know – it’s all about who you know in this course. Participants will develop networking skills, witness examples of what to do and what not to do while networking, and gain real-world networking experience to practice the techniques discussed.
LEAD 201: Etiquette  
*This course can be completed at Capitol Leadership.*  
Being a great leader means walking the walk along with talking the talk. Representing yourself in a polished and professional manner is essential to being and looking the part of a leader, and in this course, participants will learn just that. In addition, the etiquette dinner portion of the course will arm participants with the skills necessary to dine in a professional manner.

LEAD 202: Identifying Stakeholders & Gaining Support  
*This course can be completed at Capitol Leadership and online.*  
Stakeholders are crucial in advocacy, development, and volunteer efforts for FCCLA. In this course, participants will identify stakeholders in their lives that serve as investors in FCCLA, and brainstorm ways to utilize them in a support system.

LEAD 203: Public Speaking  
*This course can be completed at Capitol Leadership.*  
Public speaking is one of the most common fears among Americans, but after taking this course, participants will be able to say goodbye to whatever fears they may have. This course will allow participants to pinpoint strategies for public speaking success through quality preparation and by utilizing engaging speaking strategies.

LEAD 301: Accountability  
*This course can be completed at the state level.*  
To complete this course, participants will complete a checklist prepared by their respective state advisers outlining responsibilities they should complete throughout their year in office.  
*Prerequisite: State Executive Council or permission of state adviser*

LEAD 401: Advocacy  
*This course can be completed at Capitol Leadership.*  
Being an advocate for FCCLA is especially important in a day where the future of Career and Technical Student Organizations is so uncertain. During this course, participants will learn about how to advocate for FCCLA, familiarize themselves with the legislative process, and develop talking points for visits on Capitol Hill with their representatives and senators during Capitol Leadership.

LEAD 402: Strong Finish  
*This course can be completed online.*  
As fun as it is, one’s year as an officer has to come to an end at some point. In this course, participants will reflect on the end of their year as an officer, celebrate their accomplishments, and looking back on their personal growth.  
*Prerequisite: Chapter, regional, district, or state officer*

LEAD 403: Leaving a Legacy  
*This course can be completed online.*  
Although one’s term as an officer in FCCLA has to end, the legacy doesn’t have to. In this course, participants will describe the legacy that they leave behind for their successors, explain what they hope the next officer team will accomplish, and look back on what their officer team did to make it possible for future teams to achieve their goals.  
*Prerequisite: Chapter, regional, district, or state officer*

LEAD 404: Mentorship  
*This course can be completed at the state level.*  
After leaving office and moving on, a state officer’s work still isn’t done. Participants in this course will learn effective techniques for serving as mentors to future generations of state officers while staying involved and giving back to FCCLA at the same time.  
*Prerequisite: Past State Executive Council member and permission of state adviser*
Officership Courses

Officership courses give Leadership Academy participants completing the Master State Officer concentration an array of opportunities to develop skills essential to fostering a positive team dynamic on their respective state officer teams.

- **OFCR 101: Teambuilding I**
  *This course can be completed at the state level.*
  An integral part of being a state officer is being able to work effectively on a team. In this course, participants will learn fundamental skills necessary to working together with others through a fun and engaging set of activities.
  *Prerequisite: Member of State Executive Council*

- **OFCR 102: Strategic Planning (Program of Work)**
  *This course can be completed at the state level.*
  In this course, participants will learn how to effectively generate a program of work with their officer team, how to delegate responsibilities, set up a system of accountability, and report back on the results. Full completion of this course will require a copy of an actual program of work at the end of the participant's term in office.
  *Prerequisite: Member of State Executive Council*

- **OFCR 103: Basic Parliamentary Procedure**
  *This course can be completed at the state level.*
  This course will give participants a framework for planning and organizing meetings, as well as basic elements of parliamentary procedure, including: motions, amendments, previous question, and division of the house.
  *Prerequisite: Member of State Executive Council (for state-level completion only)*

- **OFCR 201: Teambuilding II**
  *This course can be completed at the state level and at Capitol Leadership.*
  This course is a continuation of OFCR 101: Teambuilding I, and will give participants more practical experience working with their officer team.
  *Prerequisite: Member of State Executive Council*

- **OFCR 202: State Officer Training I**
  *This course can be completed at the National Leadership Conference.*
  One of the best parts about being a state officer is being able to connect with other officers from across the country, and State Officer Training at the National Leadership Conference is a great way to do that. At the training, participants will have the opportunity to network with hundreds of other state officers, exchange ideas, and develop skills to lead a successful year as a state officer.
  *Prerequisite: Member of State Executive Council*

- **OFCR 203: Advanced Parliamentary Procedure**
  *This course can be completed at the state level.*
  This course will give participants practical experience putting elements of parliamentary procedure into action in their meetings, as well as cover topics such as: postponing, tabling, referring to committee, classifications of motions, point of order and suspending the rules.
  *Prerequisite: Member of State Executive Council*

- **OFCR 302: State Officer Training II**
  *This course can be completed at the National Leadership Conference.*
  This course is a continuation of OFCR 202: State Officer Training I, and will take place following the first day of State Officer Training.
  *Prerequisite: Member of State Executive Council*
**OFCR 401: State President Reporting**

*This course can be completed online.*

In order to keep the communication up between each state's officer teams, state presidents have the responsibility of keeping everyone in the loop. Throughout the year, state presidents will fill out monthly reporting forms and to update the rest of the country on what's going on in their respective states. Completion of this course requires a copy of each month's monthly report to be submitted.

*Prerequisite: State president*

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**OFCR 402: State Officer Training III**

*This course can be completed at the National Cluster Meetings.*

This course is a continuation of OFCR 302: State Officer Training I, and will elaborate on material presented during State Officer Training at the National Leadership Conference.

*Prerequisite: Member of State Executive Council*
The Student Leadership Challenge® Courses

The Student Leadership Challenge® courses teach Leadership Academy participants the Five Practices of Exemplary Leadership and how to incorporate those practices into their everyday leadership.

- **SLC 100: The SLC Overview**  
  *This course can be completed online.*  
  In this course, participants will familiarize themselves with the five best practices of the Student Leadership Challenge and how they can be implemented in their everyday lives as leaders.

- **SLC 101: Student Leadership Practices Inventory**  
  *This course can be completed online.*  
  The Student Leadership Practices Inventory (SLPI) is a perfect way for you to identify your strengths and potential areas of improvement as a leader. By enrolling in this course, participants will gain access to the SLPI, and must complete it to earn credit for this course.

- **SLC 201: Model the Way**  
  *This course can be completed at the National Leadership Conference.*  
  Participants will gain key experience clarifying their values, and setting examples as leaders in this course through a range of activities, discussion topics and self-reflection exercises.

- **SLC 202: Inspire a Shared Vision**  
  *This course can be completed at the National Leadership Conference.*  
  This course will show participants that being a leader means having your values reflected through your actions. Participants will have the opportunity to explore and declare their own personal values, as well as work toward finding out what their true passion is, and how to act on it.

- **SLC 203: Challenge the Process**  
  *This course can be completed at the National Leadership Conference.*  
  In this course, participants will challenge their views and routines in their own lives. In addition, participants will have the opportunity to expand on, and challenge others’ thinking in a positive way, while collaborating to work toward a common goal.

- **SLC 204: Enable Others to Act**  
  *This course can be completed at the National Leadership Conference.*  
  Leaders are nothing without followers, and through this course, participants will learn the value of collaboration by building trust and facilitating relationships, as well as strengthening others by increasing self-determination and developing competence among those who they’re working with.

- **SLC 205: Encourage the Heart**  
  *This course can be completed at the National Leadership Conference.*  
  When people feel good, they’re more likely to work together, and by encouraging the heart, participants will learn that happy leaders and happy followers ultimately achieve better results. To do this, participants will learn to recognize contributions by showing appreciation for individual excellence, and celebrating the values and victories by creating a spirit of community.

- **SLC 301: Putting the SLC into Action**  
  *This course can be completed online.*  
  With the Five Practices of Exemplary Leadership under their belts, this course will give participants the opportunity to take what they learned and apply it to their everyday lives. Participants will reflect on situations where they have demonstrated skills from each of the Five Practices, as well as put themselves into a situation where they think one of the best practices would most reply, and reflect upon that.