

Leadership



FBLA Middle School Competitive Events Guidelines

2022–2023

Objective Test Events

Overview

These events consist of a 45-minute test administered during the National Leadership Conference (NLC).

Eligibility

Each state may submit two entries in each event. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year. These events are for individual competitors only.

NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.

Business Etiquette
Career Exploration
Digital Citizenship
Exploring Computer Science
Exploring Economics
Exploring Technology
FBLA Concepts
Financial Literacy
Interpersonal Communication
Leadership
Learning Strategies
Running an Effective Meeting

Leadership

Objective Test Competencies

- Personal responsibility
- Teamwork
- Self-awareness
- Communicating effectively
- Motivating
- Collaboration
- Conflict resolution
- Problem solving
- Empathy
- Flexibility
- Creativity
- Embracing risk
- Innovation

Objective Test Guidelines

- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

Leadership Study Guide

Competency A: Personal Responsibility	NEEDS: 10
Tasks	
1. Define personal responsibility and its relationship to leadership.	
2. List characteristics of leaders.	
3. Explain how leaders achieve desired results.	
4. Explain how leaders build stronger relationships with work team members.	
5. Describe how leaders create environments that cultivate high performing teams.	
6. Understand the relationship between individual responsibility, the choices made, and actions taken.	
7. Understand that past programming of the subconscious mind (habits and conditioning) impact current behavior.	
8. Identify change for current behaviors to improve performance.	
9. Explain how individuals use planning strategies to determine action to take.	
10. Explain the importance of keeping commitments and the achievement of worthwhile results.	
11. Define accountability for taking action to achieve priority goals.	
Competency B: Self Awareness	NEEDS: 10
Tasks	
1. Explain the relationship between leadership and self-awareness.	
2. Define self-awareness.	
3. Explain why an individual must have self-awareness as a leader.	
4. Explain the relationship between perception of others and self-awareness.	
5. Explain how self-awareness involves seeing oneself clearly and objectively through reflection and introspection.	
Competency C: Teamwork	NEEDS: 10
Tasks	
1. Explain the use of teams in organizations.	
2. Explain the difference between a group and a team.	
3. Explain advantages and disadvantages of teamwork.	
4. Describe characteristics of effective teams and the role of leadership.	
5. Differentiate characteristics of different teams (functional, cross-functional, self-managed).	
6. Describe the difference between leader-centered and group-centered decision making.	
7. Explain the difference between individual and team decision making.	

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Competency D: Collaboration	NEEDS: 10
Tasks	
1. Define collaborative communication.	
2. List skills that contribute to successful collaboration.	
3. Explain how successful collaboration depends on the ability to get along with people, being able to listen, and being open-minded.	
4. Describe the roles of compromise, ability to see the big picture, and problem-solving abilities, which have a direct relationship to collaboration.	
5. Explain the role of conflict negotiation for groups.	
6. List essential skills for successful collaborators and project managers.	
7. Define brain storming.	
8. Describe the need for commitment and enthusiasm for effective collaboration.	
Competency E: Communicating Effectively	NEEDS: 8
Tasks	
1. Explain how successful leadership is based upon solid communication.	
2. Define the elements of the communication process (sender, receiver, message, feedback).	
3. Explain common approaches to getting feedback on messages.	
4. Explain the power of nonverbal communication.	
5. Explain the role of conflict negotiation for groups.	
6. Explain the importance of listening skills.	
Competency F: Motivating	NEEDS: 7
Tasks	
1. Compare motivational leadership styles.	
2. Explain the difference between job-centered and employee-centered behavior.	
3. Explain the motivation process for leadership.	
4. Compare and contrast motivation theories.	
5. Define Maslow's Hierarchy of Needs Theory.	
6. Explain the need for individuals to balance professional and personal needs.	
7. Define the Equity Theory, Expectancy Theory, Reinforcement Theory, and Goal Setting Theory for motivation.	

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Competency G: Conflict Resolution	NEEDS: 7
Tasks	
1. Define conflict in the workplace.	
2. Explain the importance of collaboration for team accomplishment.	
3. Describe positive and negative conflict in the workplace.	
4. Describe conflict management styles.	
5. Define conflict resolution and mediation.	
6. List causes of conflict in the workplace.	
7. Explain inter-group conflict.	
8. Explain why managers must make decisions to ignore or do something about possible conflict in the workplace.	
9. Explain the relationship between panic and conflict.	
10. Explain why leaders entitle every person to have a 'bad day'.	
Competency H: Problem Solving	NEEDS: 7
Tasks	
1. Identify the six stages of problem solving (problem definition, evaluation of the problem, generating alternatives, selecting a solution, implementation, and evaluation of the results).	
2. List steps for problem solving (define, measure, analyze, improve, and control).	
3. Explain why problem solving is important.	
4. List examples of problem solving in the workplace.	
5. Describe underlying causes of problems in the workplace.	
6. Explain why it is important to collect data for problem solving.	
7. List underlying causes of problems in the workplace	
8. Explain how standards or expectations not met create problems at the workplace.	
Competency I: Empathy	NEEDS: 7
Tasks	
1. Define empathy.	
2. Explain how empathy improves communication.	
3. Explain the relationship between empathy and stronger working relationships.	
4. Explain how empathy promotes creative thinking.	
5. Describe the relationship between empathy and active listening.	
6. Describe the relationship between empathy and personalized communication.	
7. Describe why empathy is needed to consider others' perspectives.	

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Competency J: Flexibility	NEEDS: 7
Tasks	
1. Explain what flexibility in the workplace means.	
2. Explain why employees need workplace flexibility for success.	
3. Describe the relationship between workplace flexibility and productivity.	
4. Describe how workplace flexibility strengthens working relationships.	
5. Describe the relationship between flexibility and improved communication in the workplace.	
6. Explain why active listening is needed in the workplace.	
7. Explain the relationship between flexibility and personalized communication in the workplace.	
9. Define the relationship between flexibility in the workplace and consideration of others' perspectives.	
10. Explain the need for flexibility due to unforeseen circumstances (pandemic, weather disaster, etc.)	
Competency K: Creativity	NEEDS: 7
Tasks	
1. Explain why creativity in the workplace is important.	
2. Outline strategies to increase creativity at the workplace.	
3. Explain the relationship between creativity and critical thinking.	
4. Explain how creativity is enhanced when collaborative thinking is encouraged.	
5. Explain the need for employees to be involved in activities that clearly meet company mission and vision.	
6. List steps to increase creativity in the workplace (hire the right people, implement flexible work hours, provide space for critical thinking, act on good ideas, reward creativity).	
7. Describe rewards for creativity in the workplace.	
Competency L: Embracing Risk	NEEDS: 5
Tasks	
1. Define risk assessment.	
2. Match team members who want to succeed and meet challenges.	
3. Identify open opportunities to embrace risk.	
4. Understand that embracing risk can result in failure	
5. Explain how embracing risk is a key to business success.	
6. Describe how entrepreneurs are willing to take risks.	
7. Explain how the culture of failure can be good for future success.	
8. Explain how successful individuals seek and prepare for change.	

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Competency M: Innovation	NEEDS: 5
Tasks	
1. Explain how to increase innovation in the workplace through leadership.	
2. Define brainstorming and its relationship to innovation.	
3. Describe rewards for innovation in the workplace	
4. List the benefits of innovation in the workplace	
5. Explain the need to tolerate mistakes when encouraging innovation.	

General Competitive Event Guidelines

The general event guidelines below are applicable to all FBLA Middle School national competitive events. Please review and follow these guidelines when competing at the national level. When competing at the state level, check the state guidelines since they may differ.

All members and advisers are responsible for reading and following competitive event guidelines.

Eligibility

- **Dues:** Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **NLC Registration:** Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- **Deadlines:** The state chair, or designee, must register each state competitor on the official online entry forms by 11:59 p.m. Eastern Time on the second Tuesday in May.
- Each state may submit two entries in all events.
- Each competitor can only compete in one event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start in the morning before the opening session of NLC.
- Competitors may be disqualified if they violate competitive event guidelines.

General Competitive Event Guidelines

Repeat Competitors

- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- **Modified Events:** A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.
- **Chapter Events:** Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (Annual Chapter Activities Presentation, Community Service Presentation).

Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine the winner.

- **Performances:** Judges must break ties and all judges' decisions are final.

National Deadlines

- State chair/adviser must register all competitors for NLC competitive events online by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged components must be received by 11:59 p.m. Eastern Time on the second Tuesday in May.
- State chair/adviser may make name changes only (no additional entries) by 11:59 p.m. Eastern Time on the first Tuesday in June. Competitor drops are the only changes allowed after this date and onsite.

National Awards

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Americans With Disabilities Act (ADA)

- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who [submit an accommodation form](#).
- The form must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.

General Competitive Event Guidelines

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the national association reserves the right to record any performance for use in study or training materials.