

Collegiate High School at Northwest Florida State College

Leadership Development Program

Leadership Techniques Class – MNA2141

3 Semester Hour Credits (High School and College Electives)

Instructors: Ms. Julie Cotton & Ms. Alicia Franklin

Summary

The Collegiate High School Leadership Development Class is a leadership, professional development program offered by the Costa Leadership Institute at Northwest Florida State College. This four month experience is designed to enhance the participant's leadership skills and provide information, strategies, and opportunities for personal and professional growth. Participants will receive three credit hours. The curriculum is based on activities, classroom lectures, case studies, leadership assessments, and professional experiences.

College Catalog Description: This interdisciplinary course addresses leadership in a group setting and focuses on leadership development through discussion, readings, group and individual projects and other applied activities.

Benefits to the Participant

- Develop self awareness and leadership skills
- Learn and practice professional and social etiquette
- Enhance personal communication and teamwork skills
- Become equipped and motivated to assume leadership roles in a variety of settings
- Develop an awareness of the local community and professional careers

Application Criteria

The class size ranges from 18 participants. The Collegiate High School Leadership Program seeks participants who:

- Demonstrate leadership qualities
- Desire to better their professional abilities
- Will make the commitment of necessary time and effort to complete the program
- Display high standards of personal integrity

Application Deadline December 5, 2014

Requirements

This class is a pass-fail class. Participants will pass the class if they attend all training classes, Chamber Business Breakfast, Mock Trial, and participate and complete class projects.

Class Schedule January - April, 2014

January 13, 20, 27, February 3, 10, 17, 24, March 3, 10, 31, April 7, 14, 21, 28

Class Time – 2:15-4:15 p.m.

Location – Student Services Center,
Costa Leadership Institute, 3rd floor, Arpke Room - Room 315

Topics Covered During the Program include:

- Orientation, Effective Leadership and Personal Leadership Assessments
- Professional and Business Etiquette Techniques and Communication
- Career Panel of Business Professionals
- Public Speaking and Presentation Skills
- Dressing for Success
- Teamwork Exercises (Outdoors)
- Group Dynamics
- Niceville Valparaiso Chamber Business Breakfast Trip
- Human Resources, Interviewing Skills, Resumes, Applications
- Dealing with Difficult People
- Community Service
- Time Management
- Graduation Luncheon

Outside the Classroom Activities

- March 11 – Niceville Valparaiso Chamber of Commerce Breakfast
- Week of April 27 – Mock Trial, Fort Walton Beach Courthouse, 11:30 a.m.
(Parents invited to attend)
- May 1 – Leadership Class Graduation Luncheon

**The above schedule is subject to change.*

***Collegiate High School
at Northwest Florida State College
Leadership Development Class Application***

Personal

Name _____
(Last) (First) (Initial)

Age _____ Grade _____

Home Address _____
(Street Address) (City) (State) (Zip)

Home Phone _____ Cell Phone _____

E-mail _____

Recommendation of a Collegiate High School Faculty or Administrator:

Name (Printed) Phone E-mail

Signature

Organizations / Activities / Community Involvement

List membership and community involvement _____

List and briefly describe two of your major accomplishments _____

What would you consider one of your greatest contributions to your community?

Organizations / Activities / Community Involvement

What skill and/or knowledge do you hope to gain from participating in the Collegiate High School Leadership Program? _____

What three career fields are you most interested in learning more about during this class?

I am committed to meeting the objectives and time commitment set forth for the Collegiate High School Leadership Program.

Applicant Signature _____ Date _____

Application Deadline: December 5, 2014

Application Submitted by Mail, E-mail or in Person to the Collegiate High School:

Mail or In Person: Collegiate High School at
Northwest Florida State College, 100 College Blvd. E., Niceville, FL 32578

Questions: Julie Cotton at (850) 729-5212 or Alicia Franklin at (850) 729-4985
or e-mail: cottonj@nwfsc.edu or franklia@nwfsc.edu.
