

***Collegiate High School
at Northwest Florida State College***

**Leadership Development Program
Leadership Techniques Class – MNA2141**

3 Semester Hour Credits (High School and College Electives)

Summary

The Collegiate High School Leadership Development Class is a leadership and professional development program offered by the Northwest Florida State College Leadership Institute. This five 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 business 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 business 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 business community and professional careers

Application Criteria

The class size ranges from 15-20 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 2, 2011

Requirements

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

Class Schedule January - May, 2012

January 10, 17, 24, 31, February 7, 14, 21, 28, March 6, 13, 27, April 3, 6, 10, 17, 20

Class Time – 2:00 – 4:00 p.m.

Location – New Student Services Center,
Building K - Leadership Institute (located on the 3rd floor)

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
- Fort Walton Beach Chamber Breakfast Field Trip
- Human Resources, Interviewing Skills, Resumes, Applications
- Dealing with Difficult People
- Community Service
- Time Management
- Graduation Luncheon

Field Trip Schedule

- April 6 – Fort Walton Beach Chamber of Commerce Breakfast
- April 17 – Mock Trial
- April 20 – Leadership Class Graduation Luncheon

**The field trip schedule may change.*

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 2, 2011

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., 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.
