

# LEADERSHIP DEVELOPMENT PROGRAM

October 2008 – June 2010

## ACTIVITY COMPLETION SUMMARY

**PARTICIPANT'S NAME:** \_\_\_\_\_

**MENTOR'S NAME:** \_\_\_\_\_

The mentor and the individual participant shall determine the activities required to be completed. Individual activities without an asterisk (\*) below that were completed up to five years prior to participation in the LDP may be accepted as a completed LDP activity. Activities with an asterisk (\*) have no time limitations.

**ACTIVITY  
COMPLETED**  
*(Mentor's Initials  
& Date)*

**ACTIVITY**  
*(To be completed by participant)*

\_\_\_\_\_ **ACTIVITY A:** *Based on Emotional Intelligence (EQ) Survey results, identify a behavior to change and develop a plan to make the change; report outcomes to mentor.*  
Behavior to Change: \_\_\_\_\_

\_\_\_\_\_ **ACTIVITY B:** *Give presentation about Delaware Technical & Community College to an outside business group with at least 24 members in attendance; outside group is to be approved by the College President.*  
Group: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

\_\_\_\_\_ **ACTIVITY C:** *Serve on the Administrative Retreat Committee*  
Retreat theme: \_\_\_\_\_  
Dates Executed: \_\_\_\_\_

\_\_\_\_\_ **ACTIVITY D:** *Attend a meeting of three different college-wide coordinating groups and/or committees, to include a Board of Trustees Meeting.*  
Group or Committee: Board of Trustees Meeting Date: \_\_\_\_\_  
Group or Committee: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Group or Committee: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

\_\_\_\_\_ **ACTIVITY E:** *Attend an Administrative Council Meeting at and tour the facilities of each campus.*  
Campus: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Campus: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Campus: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

\_\_\_\_\_ **ACTIVITY F:** *Serve and participate on a college-wide planning committee or a committee that has the responsibility to recommend/implement a new College policy/procedure/plan.*  
Committee: \_\_\_\_\_  
College policy/procedure/plan recommended/implemented: \_\_\_\_\_

\_\_\_\_\_ **ACTIVITY G:** *Attend a Campus budget hearing or a Vice President/Campus Director allocation of budget meeting.*  
Campus location and Date of Attendance: \_\_\_\_\_

**ACTIVITY  
COMPLETED**  
*(Mentor's Initials  
& Date)*

**ACTIVITY**  
*(To be completed by participant)*

**ACTIVITY H:** *Attend College budget hearings before Budget Director, Joint Finance Committee, and Joint Bond Bill Committee.*

Budget Director hearing—Attendance Date: \_\_\_\_\_

Joint Finance Committee hearing—Attendance Date: \_\_\_\_\_

Joint Bond Bill Committee hearing—Attendance Date: \_\_\_\_\_

**\*ACTIVITY I**

**LDP participants who have not taught a class at Delaware Tech:** *Teach a Delaware Technical & Community College three or more hour credit course or equivalent number of non-credit course hours.*

Course Title: \_\_\_\_\_

Semester or Dates taught: \_\_\_\_\_ Campus Location: \_\_\_\_\_

**LDP participants who have previously taught a Delaware Tech three or more hour credit course or equivalent number of non-credit course hours:** *Spend 28 hours (2-3 hours in each area) observing different areas of the college to include Administrative Services, Admissions/Counseling, Business Office, Career Services, Corporate & Community Programs, Financial Aid Office, Human Resources/Payroll, Marketing & Public Relations, Institutional Advancement, Registrar's Office, Student Support Services.*

**\*ACTIVITY J:** *Obtain the Introductory Educational Technology Certificate (ETC).*

Completion Date: \_\_\_\_\_

**\*ACTIVITY K:** *Volunteer in the community or serve on a non-profit community board, commission, and/or committee for a minimum of 30 hours.*

Type and place of Volunteering and/or Board/Commission/Committee on which served:

Dates Served: \_\_\_\_\_

**ACTIVITY L:** *Attend a meeting of a minimum of three stakeholders of the College, e.g. advisory committees, alumni association, faculty/staff senates, student government associations, etc.*

Meeting: \_\_\_\_\_ Date Attended: \_\_\_\_\_

Meeting: \_\_\_\_\_ Date Attended: \_\_\_\_\_

Meeting: \_\_\_\_\_ Date Attended: \_\_\_\_\_

**ACTIVITY M:** *Be a mentor.*

Individual Mentored: \_\_\_\_\_

Mentoring time period: \_\_\_\_\_

**ACTIVITY N:** *Demonstrate the ability to plan and lead an effective project that emphasizes teambuilding, i.e. United Way or Educational Foundation employee-giving campaign, etc.*

Meeting: \_\_\_\_\_ Date(s): \_\_\_\_\_

**ACTIVITY O:** *Chair or participate on a campus or College-wide committee or task force.*

Committee/Task Force: \_\_\_\_\_ Year: \_\_\_\_\_

**ACTIVITY P:** *Attend a Campus Graduation Ceremony.*

Campus: \_\_\_\_\_ Year: \_\_\_\_\_