

ACTIVITY I FOR LEADERSHIP DEVELOPMENT PROGRAM PARTICIPANTS

2008-2010

Leadership Development participants will spend 28 hours (2-3 hours in each area) observing different areas of the college to include:

1. Administrative Services
2. Admissions/Counseling
3. Business Office
4. Career Services
5. Corporate & Community Programs
6. Financial Aid Office
7. Human Resources/Payroll
8. Institutional Advancement
9. Marketing & Public Relations
10. Registrar's Office
11. Student Support Services

Participants will be responsible for scheduling times with the various areas; when possible, team up with other LDP classmates when scheduling visits; department/division heads may designate a contact person within their areas to interact with participants.

The purpose of this activity is to enhance leadership performance by:

- Understanding operational issues, cost centers, and budgets;
- Understanding legal, public policy, and strategic issues facing higher education;
- Learning experiences that facilitate changes in thinking and perspective;
- Providing an exposure to the different jobs of the College;
- Increasing inter-team communications;
- Expanding the ability to deal with diverse workers and new ideas;
- Facilitating networking opportunities to create stronger, more trusting relationships;
- Increasing collaboration across disciplines.

ACTIVITY I COMPLETION SHEET

LDP Participants

(Those who have previously taught a DTCC three or more hours credit course
or equivalent number of non-credit course hours)

Participants will spend 28 hours (2 - 3 hours in each) 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, and Student Support Services. Please record below the dates and times of observation and obtain the signature of the department representative upon completion. You may request to spend the 2-3 hours during one period or schedule individual hours to total the 2-3 hours in each area.

Department	Date(s)	Hours	Department Signature
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			

Revision III, January 09