

Ted Bauer Leadership Certificate Program

TBLCP Program Advisor: Allison Keithly
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Phone: 832-842-4159
Regular Appointment Hours: M-F, 8:30a-4:30p

TBLCP Graduate Assistant: Stephanie Hernandez
Email:
Office Location: CBB 512N
Appointment Hours: Varies – Contact for times

Program Learning Outcomes:

Through participation in the Ted Bauer Leadership Certificate Program, students will gain:

- An ability to utilize and practice foundational communication skills through exposure to public speaking, professional writing, and group communication exercises.
- A deeper knowledge of themselves through a focus on self-development and self-awareness, including learning about their strengths, emotional intelligence, and exposure to leadership styles.
- A knowledge of professionalism and corporate culture through workshops focused on ethics, diversity, conflict resolution, and team dynamics.

Program Requirements:

- All Attend **all** Fall and Spring semester TBLCP Workshops
- Fall Community Service Project (3 Hours)
- Spring Community Service Project (3 Hours)
- Attend TBLCP Spring Kick-Off Day in January
- Complete the StrengthsQuest Assessment (Fall) and Student Leadership Practice Inventory (Spring)
- Attend 1 Leadership Coaching Session (30-45 minutes) with Allison or Stephanie per semester
- Attend the TBLCP Professional Event each semester

Attendance Policy:

- All TBLCP Workshops are *mandatory*.
- You must contact Allison **at least 24 hours in advance** if you'll be absent.
- Workshops on your cohort day should only be missed for the following reasons: any university excused absence such as an exam, doctor's visit, death in family. Exceptions can be made for pre-planned travel or job interviews as needed.
- Student organization events, volunteering, or meetings are not considered reasons to miss.
- StrengthsQuest Workshops (fall and spring) and SLPI Workshop (spring) must be made up with an individual or group appointment with Allison.
- Missing 2 workshops with no advanced notice or making up the workshop will result in removal.
- If you miss a workshop, you'll have two options to make it up:
 - Attend a TBLCP Workshop on an alternative day.
 - Complete 1 additional hour of Community Service

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Fall 2018 Workshop Dates

Mondays 1:00-2:30, Tuesdays 10:00-11:30, Thursdays 2:30-4:00, Fridays 1:00-2:30

TBLCP Introduction & Goal Setting	9/24, 9/25, 9/27, 9/28
5 Practices of Exemplary Leaders	10/01, 10/02, 10/04, 10/05
Public Speaking & Effective Presentations I	10/08, 10/09, 10/11, 10/12
Professional Writing	10/15, 10/16, 10/18, 10/19
Public Speaking & Effective Presentations II	10/22, 10/23, 10/25, 10/26
Introduction to StrengthsQuest**	10/29, 10/30, 11/01, 11/02
Public Speaking & Effective Presentations III	11/05, 11/06, 11/08, 11/09
Professionalism with Rockwell Career Center	11/12, 11/13, 11/15, 11/16

If you miss the StrengthsQuest Workshop you will have to make it up via an individual or group appointment with Allison

Spring 2019 Workshop Dates

Mondays 1:00-2:30, Tuesdays 10:00-11:30, Thursdays 2:30-4:00, Fridays 1:00-2:30

TBLCP Spring Project Introduction	01/28, 01/29, 01/31, 02/01
Diversity and Inclusion with CDI	02/04, 02/05, 02/07, 02/08
Project Work Day in Workshop	02/11, 02/12, 02/14, 02/15
StrengthsQuest 2.0**	02/18, 02/19, 02/21, 02/22
TBLCP Group Project Workshop #1	02/25, 02/26, 02/28, 03/01
TBLCP Group Project Workshop #2	03/18, 03/19, 03/21, 03/22
TBLCP Group Project Workshop #3	03/25, 03/26, 03/28, 03/29
TBLCP Group Project #4	04/01, 04/02, 04/04, 04/05
Student Leader Practice Inventory (SLPI)**	04/08, 04/09, 04/11, 04/12
Final TBLCP Workshop	04/15, 04/16, 04/18, 04/19

If you miss the StrengthsQuest or SLPI Workshops you will have to make it up via an individual or group appointment with Allison

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Additional Dates and Requirements

Community Service Requirements:

- You will select **one organization** to serve *each semester*.
- You will be required to complete 3 hours of community service with that organization.
- At the end of the semester, you will submit a 3 paragraph reflection to share what you learned through your community service experience.

TBLCP Spring Kick-Off Day:

- The TBLCP Spring Kick-Off Day is a day focused on helping TBLCP students prepare for their second semester in TBLCP.
- We will focus on goal setting and reflecting upon what we have learned in the program.
- TBLCP Spring Kick-Off Day will be **Saturday, January 26th from 10:00am-2:00pm** in CBB 328.

Individual Leadership Coaching Session:

- You will be required to attend one 30-45minute Leadership Coaching Session with Allison or Stephanie during the Fall and Spring semesters.
- These sessions will be focused on discussing your goals, progress, and your StrengthsQuest assessment results.
- Signups will be done online via SignUp Genius at the beginning of each semester. Please check for emails from Allison for sign ups.

TBLCP Spring Project Assignment :

- In the spring, students are split into groups of 5-6 and assigned a topic.
- Each group will be responsible for leading one TBLCP workshop.
- Resources, outlines, and guidance will be provided by Allison and TBLCP Peer Advisors.
- More information and dates will be given at the first workshop of the spring semester.