



## **LEADERSHIP INSTITUTE**

### **ABOUT NHPO**

The National Hispanic Professional Organization (NHPO) was founded on January 1, 2004, as a non-profit membership-based organization that provides a myriad of educational seminars and professional development training to foster and promote self-improvement, professional advancement and personal achievement.

The philosophy of the founders was to create an organization that catered to professionals from all walks of life in order to strengthen our communities through educational initiatives and develop professionals so that they will have the skill sets, knowledge, and opportunities necessary to be successful.

### **ABOUT NHPO LEADERSHIP INSTITUTE**

On January 1, 2009, the National Hispanic Professional Organization (NHPO) and Houston Community College (HCC) Southeast Campus joined forces to create the NHPO Leadership Institute, a program designated to help foster professional growth of leaders, so that they can make our communities stronger.

### **LEADERSHIP COURSE**

The NHPO Leadership Institute offers a course entitled "Preparing the Leaders of Today and Tomorrow", which gives participants an overview of what it takes to be an effective leader, organizer, and motivator.

The topics covered in the leadership course are as follows:

- Leadership
- Internet Collaboration Tools
- Conflict Management
- Team Building
- Time Management
- Conducting Effective Meetings
- Networking
- Event Planning
- Starting a Non-Profit
- Strategic Planning
- Public Speaking

In addition, all students are required to participate in a one-day ropes course designed to build self-confidence and trust among students.

## **COURSE FORMAT**

The leadership course is NOT for credit; therefore, there are no grades. It consists of 10 classes (70 hours) every other Saturday beginning January 9, and ending May 15, 2010. Classes are held at HCC Southeast Campus located at 6815 Rustic, Houston, Texas 77087.

Each class is taught by a different instructor selected based on their expertise on the subject matter.

## **COST**

The registration fee for the course is \$1,000 per student, which includes all course materials.

## **TO APPLY**

Everyone is invited to apply for admission into the leadership course. To download application, please go to <http://www.nhpo.us/leadership.php>. Completed applications must be emailed to [bmendez@nhpo.us](mailto:bmendez@nhpo.us) or faxed to 713-880-5186.

All applicants will be interviewed and thirty will be selected to participate in the leadership course.

## **CALENDAR OF EVENTS**

Dec. 1, 2009	Applications are Due
Dec. 10, 2009	Interviews Begin
Jan. 2, 2010	Students are Selected
Jan. 4, 2010	Payment is Due
Jan. 9, 2010	First Day of Class
May 15, 2010	Last Day of Class
June 3, 2010	Graduation

## **CONTACT**

Ben Mendez, Course Administrator  
NHPO Leadership Institute  
2723 Houston Avenue  
Houston, Texas 77009  
(Phone) 713-880-2626  
(Fax) 713-880-5186  
[bmendez@nhpo.us](mailto:bmendez@nhpo.us)



# NHPO Leadership Institute Application

Mail To: NHPO Leadership Institute  
2723 Houston Ave.  
Houston, Texas 77009

## PERSONAL INFORMATION

- 1. Full Name: \_\_\_\_\_
- 2. Soc. Sec. No.: \_\_\_\_\_ 3. Date of Birth: \_\_\_\_\_
- 4. Address: \_\_\_\_\_ 5. City: \_\_\_\_\_ 6. Zip Code: \_\_\_\_\_
- 7. Home Phone: \_\_\_\_\_ 8. Cell Phone: \_\_\_\_\_
- 9. Personal Email Address: \_\_\_\_\_

## EMPLOYER INFORMATION

- 10. Employer: \_\_\_\_\_ 11. Job Title: \_\_\_\_\_
- 12. Work Phone: \_\_\_\_\_ 13. Fax No.: \_\_\_\_\_
- 14. Work Email Address: \_\_\_\_\_

## COLLEGE EDUCATION

- 15. College(s) Attended: \_\_\_\_\_
- 16. Highest Degree Earned:     \_\_\_ Associates   \_\_\_ Bachelors   \_\_\_ Masters   \_\_\_ Ph. D.
- 17. Field of Study: \_\_\_\_\_ 18. Year Graduated: \_\_\_\_\_

## ORGANIZATIONS AFFILIATED WITH

- |                |                                |
|----------------|--------------------------------|
| 19. Member Of: | Board Position (if applicable) |
| _____          | _____                          |
| _____          | _____                          |
| _____          | _____                          |

## EMERGENCY CONTACT INFORMATION

- 20. Emergency Contact Person: \_\_\_\_\_
- 21. Relation To Student: \_\_\_\_\_
- 22. Home Phone: \_\_\_\_\_ 23. Cell Phone: \_\_\_\_\_