

Dear Facilitator:

Thank you for your consideration of presenting materials to our exceptional UNT PLP students this coming academic year!  As a leader in your field, the information you provide in your presentation will bring to our students a new and very important perspective for them to consider as they make their way to the end of a strong educational journey into the “real world.”

The Professional Leadership Program was created in 1994 by a former dean of the UNT College of Business, who, through extensive research, discovered that the UNT graduates were excellent in their area of concentration academically, and extraordinarily strong in their work ethic, but lacked the knowledge and understanding of corporate culture. By imparting your wisdom, you help bridge the gap between the two, and as a supplement to the ongoing mentoring they receive from their mentors in the professional business world, bring to life our tag line “the leadership edge.”

Our graduates face a very fast changing and complex business environment, and your insights and experiences are invaluable in our mission. So, in order to maximize the overall PLP experience for all of our stakeholders, we have developed the resources available to you here.

Feel free to contact us with any questions. We are honored you are willing to make this commitment to our students.

Sincerely,

Mardon Navalta

Claire Billingsley

Billy Johnson

Tom Niesen

*Curriculum Task Force*

*Professional Leadership Program*

*University of North Texas*

**Facilitator Application Process**

* Potential facilitators should complete the online application at: (<http://www.cob.unt.edu/Plp/speakerform.php>)
* Potential applicants should review FAQ to ensure expectations of criteria can be met.
* Curriculum Committee decision will be communicated to applicants prior to August 1 for this academic year.
* Interactive speaking Resources are available upon request.

**Facilitator Qualities**

Top candidates have the following in common

* Servant leader mentality
* Experience spanning cross-generations
* Ability to provide an interactive presentation (see appendix for description, examples) including direct application opportunities within the one hour time frame
* Facilitation skills rather than general, public speaking skills
* Openness to follow up from students and mentors after presentation
* Granted permission to PLP to post PowerPoint, handouts, etc. from program on the UNT Blackboard (secure sight)
* Willingness to release contact information to other presenters

**Frequently Asked Questions**

***Q: When are classes typically held?***

A: Wednesdays from 4:00 PM to 6:00 PM in the Business Leadership Building.

***Q. What is recommended length of time for my Presentation?***

A. You are allocated 45 minutes- 1 hour.

***Q: How should I organize my presentation?***

A: We strongly recommend that you act as a facilitator rather than a speaker and make the session interactive in nature.

***Q: What if I have handouts for my session?***

A: We will make copies of your handouts and have them available at the time of your session, to your specifications.

***Q: What kind of equipment do you provide?***

A: We provide computer, projector, etc. You must provide your presentation on media flash drive the day of the presentation, or you may email it ahead of time to PLP@UNT.edu.

***Q: Where do I park?***

A: One week before your presentation you will be mailed a campus map and a letter of confirmation for your presentation. Validated parking will be available to you in the Highland Parking Garage, across the street from the Business Leadership Building.

***Q: I like to get feedback about my presentations. Am I allowed to give students evaluations after class?***

A: PLP has a standardized evaluation we use with each facilitator. Once we have reviewed all of the evaluations from your seminar, we will send the comments and ratings.

***Q: What time do I need to arrive?***

A: Please arrive ½ hour prior to your scheduled time to allow us adequate time to set up your Power Point and any last minute questions.

***Q: What is the average audience size?***

A: About 70 students will be in attendance, along with mentors as they have an open invitation to the sessions.

***Q: How close do I need to stick with my presentation time?***

A: A hard stop must occur no later than 5:45 PM, so the students have plenty of time to ask questions before their dismissal at 6:00 PM.

***Q: Am I paid for my time?***

A: Our presenters are all pro-bono and view their time with the students as an opportunity to give back to the community.

***Q: What if my schedule changes and I cannot meet my presentation commitment?***

A1: If you are facilitating a core/required class, it is your responsibility to find another presenter to present the same topic, pending PLP Director approval.