

# Passing the Torch: Leadership Development Program (LDP) Coach Application

Orlando Central Florida Chapter of STC



**LDP Coach Application 2017-2018**

The Orlando Central Florida (OCF) Chapter of the Society for Technical Communication (STC) is proud to announce an extension of its longstanding student mentoring program with the University of Central Florida (UCF). This initiative pairs senior chapter leaders with early-career professionals who have assumed or are about to assume offices, committee leaderships, or other positions involving active membership within the community. The goal is to tap the knowledge, experience, and wisdom of late-career chapter leaders to build the leadership skills of their successors in carrying on the community's legacy of excellence. The LDP coordinators are Dan Voss, at [danvoss999@gmail.com](mailto:danvoss999@gmail.com), and Mike Murray, at [davoic97@gmail.com](mailto:davoic97@gmail.com).

**Applicant Information**

Name _____	
Email _____	Work Email _____
Phone _____	Work Phone _____

**Qualifications for LDP Coach**

To participate as a coach in the LDP, you must be a Senior STC Member (5+ years), an Associate Fellow, or a Fellow who has held positions of leadership within the chapter and/or at the Society level. You must also be willing to remain available as a mentor within the STC/UCF student mentoring program if necessary to meet mentee demand.

- Are you a current STC member? (Yes/No) \_\_\_\_\_
- How many years have you been an STC member? \_\_\_\_\_ years
- Are you a Senior Member, an Associate Fellow, or a Fellow within the Society? (Yes/No) \_\_\_\_\_
- Please specify which: \_\_\_\_\_
- Have you held any chapter, SIG, or Society leadership positions? (Yes/No) \_\_\_\_\_

*If so, please list them here:*

---

---

---

---

---

---

---

## Areas of Leadership Expertise

Below are listed 18 qualities of excellent leaders. Please rate yourself on your level of confidence to coach in each of these skill areas as follows: (1) = very high confidence, (2) = moderately high confidence, (3) = low to moderate confidence. Since LDP coach candidates are likely to have confidence across the board, we ask that you rank six skills as (1), six skills as (2), and six skills as (3). Remember, there are degrees of excellence! ☺ The forced distribution on the self-ratings is designed for us to match the coaches' strongest skill areas with the mentees' weakest for maximum growth.

\_\_\_\_\_ **Strategic leadership.** Vision ... “seeing the “forest” ... planning ahead ... doing the right things to pave the way for continued success for the organization.

\_\_\_\_\_ **Tactical leadership:** Detail orientation ... understanding the “trees” and how to find your way through the forest. Practicality. Getting the job done.

\_\_\_\_\_ **Motivational ability:** Inspiring people; bringing out the best in them.

\_\_\_\_\_ **Team-building:** Including the ability to avoid burn-out in veterans and to engage new volunteers

\_\_\_\_\_ **Organizational ability:** Including follow-through and multi-tasking

\_\_\_\_\_ **Project management:** Keeping the train on the track

\_\_\_\_\_ **Problem-solving:** Leading positive brain-storming sessions that define the problem *once*—not 10 different ways (that’s hand-wringing)—and focus on solutions

\_\_\_\_\_ **Communication ability:** The agility to adjust to the audience and situation

\_\_\_\_\_ **Perseverance:** Hanging tough under stress and prevailing against long odds

\_\_\_\_\_ **Realism:** Knowing when to hold ’em and when to fold ’em

\_\_\_\_\_ **Prioritization:** Ability to prioritize team objectives and allocate resources accordingly

\_\_\_\_\_ **Personality:** This is an intangible that can be anywhere on the personality spectrum; it’s what makes people enjoy working with you and follow your leadership

\_\_\_\_\_ **Creativity:** Thinking outside the box, sometimes even throwing the box out altogether

\_\_\_\_\_ **Discipline:** Coloring inside the lines; insisting that others do so as well

\_\_\_\_\_ **Delegation:** Trusting your teammates (even when you think you could do a better job yourself). Knowing your limits and putting your time where it counts most.

\_\_\_\_\_ **Talent development:** Personnel analysis, matching personnel to tasks

\_\_\_\_\_ **Unstoppable positivity:** Refusal to be defeated; the attitude that failure is not an option

\_\_\_\_\_ **Decisiveness:** Knowing when it’s time to act and doing so. Not being impulsive, but when you do act, doing so with authority and conviction

**Communication Modes**

What percentage of your LDP coaching do you see foresee occurring through each of these four media?

Face-to-Face \_\_\_\_\_ %  
E-mail/IM \_\_\_\_\_ %

Phone \_\_\_\_\_ %  
Social Media \_\_\_\_\_ %

Which days would you be available?

\_\_\_\_\_ Weekdays  
\_\_\_\_\_ Weekday Evenings  
\_\_\_\_\_ Weekends

**Agreement**

I have read the Program Guidelines for the OCF STC Chapter Leadership Development Program and agree to the commitments as an LDP Coach. I also agree to protect the confidentiality of personal information shared on applications, reports, or other forms associated with the LDP as well as information exchanged in direct communications with my Rising Star partner. I understand that the program coordinators are also committed to protect the confidentiality of any personal information my Rising Star partner and I share with them, formally or informally.

**Note:** If you are not able to sign electronically, your submittal of this completed application to the program coordinators via email constitutes your agreement.

X