**The University of Louisville**

**College of Education and Human Development**

**Department of Educational Leadership, Evaluation, and Organizational Development**

**Organizational Leadership and Learning Program**

**Bachelor of Science in Organizational Leadership and Learning (B.S. OLL Program)**

**LEAD 540: PROGRAM EXIT EXPERIENCE**

**PRACTICUM FIELDWORK APPLICATION**

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| DATE**:** | **January 5, 2025** |

**Directions:** It is highly recommended that you submit this application for approval prior to the semester in which the practicum will be taken. However, in order to receive a grade for this assignment it must be submitted in the first week of class. If you want feedback, please turn it in before class starts.

Please note the instructor of record for the semester you plan to take the practicum and deliver your application to that person via e-mail. Be prepared to discuss the application in the first class.

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| NAME: | **Nikki Hardin** |  |

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| ADDRESS: | **10510 Clayton Allen Blvd, Louisville, KY 40229** |

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| WORK PHONE: |  | HOME PHONE: | **502-417-2949** |

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| CURRENT POSITION: | **Case Manager** | STUDENT ID #: | **1483321** |

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| SEMESTER: | **Spring 2025** |

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| YEARS OF PREVIOUS PROFESSIONAL EXPERIENCE: | **7 years** |

1. Describe extent of your experience in the following areas:

**Curriculum Analysis and Design**

List related completed coursework: ELFH/LEAD 312, 411; list and describe material you have developed for workplace instruction. (Expand table as needed). You describe your deliverables here; what did you produce for these 312 and 411? What was the hallmark assessments? What other documents or presentations did you create for these classes? Explain in good detail.

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| In my HR Fundamentals course, I applied my knowledge to provide a Job Analysis for the Judicial Assistant position at the Kentucky Court of Justice. Through an in-person interview with a current employee, I gained firsthand insights into the role's key responsibilities. By analyzing these responsibilities, I identified the critical KSA’s necessary for success. I then translated these KSAs into a comprehensive selection plan, including a structured interview process to ensure the selection of qualified candidates. Finally, I proposed a targeted training and development plan, outlining the benefits of ongoing learning and specific recommendations to enhance the performance and career growth of Judicial Assistants. |

**Instruction and Intervention Delivery**

List related completed coursework: ELFH/LEAD 316, 460; instructor training through employer; training you have conducted for employer; other training you have conducted; voluntary presentations for professional organizations; coaching sports, etc. (expand table as needed). You describe your deliverables here; what did you produce for these 316 and 460? What was the hallmark assessments? What other documents or presentations did you create for these classes? Explain in good detail.

Did you use the KSA’s from these courses outside the organization?

**Instructor Training I have received**: (expand table as needed)

If you have received any instructor training, you should describe it here. Explain in good detail.

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| Through my training in LEAD 316, I developed a strong foundation in instructional facilitation. I learned how to effectively guide an audience through a learning process, including how to clearly explain complex tasks and ensure comprehension. I also acquired a deep understanding of best practices in facilitation, such as creating an engaging learning environment and effectively utilizing various instructional methods. I developed strong presentation skills, including techniques for delivering clear, concise, and impactful presentations. |

**Training that I have conducted**: (expand table as needed)

If you have conducted any training, this could be within or outside your organization; describe it here. Explain in good detail.

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| In a previous role as Administrative Judicial Support, I played a key role in onboarding new Judicial Assistants. I developed and delivered a four-week comprehensive training program that included hands-on experience and in-depth instruction on all job duties and responsibilities. Through this program, I ensured that each new hire acquired the necessary knowledge and skills to perform their role effectively and efficiently, ultimately enabling them to function independently with minimal oversight. |

**Media Production** (expand table as needed).

Media production could take many forms, creating videos, voiceover presentations or presentations using animation. Explain in good detail.

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| In my Instructional Strategy and Facilitation course, I presented two instructional videos. The first video provided a step-by-step guide for event planners on utilizing Google Forms to optimize event planning efficiency. In the second video, I led a training session focused on implementing effective membership growth strategies within an organization. To optimize learning, I used a PowerPoint presentation and incorporated an interactive game to actively involve participants, assess their comprehension, and identify areas requiring further clarification.  I have developed impactful PowerPoint presentations to effectively convey information during training sessions or when presenting to groups. For example, I conducted a SWOT analysis for a organization and utilized PowerPoint to present my findings. These presentations incorporated a range of multimedia elements, including images, graphs, videos, and key research findings. |

**Evaluation and Change**

List related completed coursework: ELFH/LEAD 332, 442, 575 or 578; list and describe experience related to measuring and evaluating learning, performance, and change, etc. (expand table as needed)

You describe your deliverables here; what did you produce for these 332, 442, 575 or 578 classes? Describe the hallmark assessments. What other documents or presentations did you create for these classes? Explain in good detail.

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| In the Supporting Organizational Change course, my HAT project focused on addressing leadership burnout within an organization. I worked with a key leader of the organization to develop strategies that would empower leaders to:   * Identify and address the root causes of burnout. * Navigate being overwhelmed by developing strategies to help leaders manage their workload effectively, preventing them from feeling overloaded. * Maintain their passionby exploring ways to rekindle the joy of serving and inspire continued leadership.   During this project, I assumed the role of a consultant and systematically went through each stage of the consultant process: entry and contracting, data gathering, diagnosis, feedback, intervention, and finally, evaluation and exit. I ended the presentation with recommendations on process and procedures to put in place to avoid or significantly reduce leadership burnout. |

**Training Supervision / Leadership**

List related completed coursework: ELFH/LEAD 341, 490; list and describe experience related to supervising trainers; include work and voluntary settings. (Expand table as needed)

You describe your deliverables here; what did you produce for these 341 or 490 classes? Describe the hallmark assessments. What other documents or presentations did you create for these classes? Explain in good detail.

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| In the Project Management course (LEAD 341), my HAT project focused on addressing an organization's critical need for increased volunteer engagement. An organization was experiencing a significant volunteer shortage that hindered its ability to provide essential care and support to members in need. The lack of volunteers leads to increased workload for existing volunteers, burnout, and an inability to meet the growing demand for services. I analyzed and created a strategy to enhance the organizations capacity to provide compassionate care and support to members by addressing volunteer shortages, improving scheduling practices, and potentially expanding the organization's structure. To achieve this, I developed a comprehensive initiative that included:   * A reorganized organizational structure. * A detailed project scope, stakeholder analysis, business case, SWOT analysis, work breakdown structure (WBS), cost breakdown, critical path (Gantt chart), communication plan, and risk management plan. |

**Other**

List related completed coursework; ELFH/LEAD 300; include experience in diversity and special needs, individual development, counseling, consulting, etc. (expand table as needed)

Describe the work in 300, which is work you have performed outside of U of L that helped you receive your deferred hours. Explain in good detail.

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| According to my advisor, I completed the LEAD 300 in 2015. Unfortunately, I don’t remember the specific assignments in this course or have access to the Program Competency Self-Assessment I would have previously taken. I will retake the Program Competency Self-Assessment to meet the requirements needed. |

2. Complete the Program Standards Self-Assessment – Pre and Post. Note the totals, means, and change scores for each program goal.

* You should complete the Program Competency Self-Assessment spreadsheet that you started in ELFH/LEAD300.
* You should then copy the pre and post scores for each of the sections.

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| **Goal** | **Pre** | **Post** |
| Goal Analyze Performance: | **E258 = 0.9** | **G258 = 1.8** |
| Goal II Develop Intervention: | **E262 = 1** | **G262 = 2.6** |
| Goal III Implement & Evaluate Change: | **E268 = 0.9** | **G268 = 2.6** |
| Goal IV Manage & Lead: | **E274 = 0.8** | **G274 = 2.5** |
| Goal V Grow | **E281 = 1.4** | **G281 = 2.9** |
| Overall | **E285 = 1** | **G285 = 2.6** |

3. From the list of experiences and the Standards Self-Assessment, identify areas where you would like additional experiences or need further development of your competencies. What additional experience or further development would you like to pursue? Explain in good detail.

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| **I would like to further develop my competencies in the following areas:**   1. Leading and Navigating Conflict   Organizational change inevitably involves resistance, differing perspectives, and potential conflicts. While I possess foundational skills in conflict resolution, I would like to deepen my understanding of how to identify and address underlying power dynamics, communication breakdowns, and systemic issues that contribute to conflict within an organization. I would like to participate in training programs that provide tools and strategies for navigating complex conflicts within organizational change initiatives.   1. Coaching and Mentoring   Supporting individuals through the emotional and professional challenges of organizational change is crucial. While I do have experience in this area as a Family Court Case Manager and can provide guidance and support, I would like to enhance my coaching and mentoring skills. I I believe improving my active listening and empathetic communication skills will enable me to build stronger relationships with individuals, create a safe space for them to share their concerns, and provide more effective support. I would like to pursue professional coaching certifications to gain more experience in coaching and mentoring individuals. I would also benefit from observing experienced coaches and mentors in action to learn from their best practices. |

4. Identify possible practicum sites that match Item 3. Indicate sites or let us know if you need help in locating one.

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| Kingdom Fellowship Christian Life Center |

Nikki Hardin 1/9/2025

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Student's Signature and Date

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University Coordinator/LEAD 540 Instructor's Signature and Date