



## CITE Leadership and Formation Program for Student Leaders

### Its Rationale and objective

At CITE, It has been noted in the past that the class officers play a vital role in the overall performance of the class. Therefore, the purpose of CITE Leadership and Formation Program for Student Leaders are:

1. To help the student leaders as a frontline to attain the CITE aims to develop within themselves a high sense of professionalism and a deep Christian and social-oriented spirit.
2. Guide the student leaders to determine the morality of human actions and be able to practice all necessary virtues down to the smallest details in their work and student life.
3. Equip the student leaders with the right knowledge, skills and attitudes in handling group activities and to train them the proper work habits and attitudes in fulfillment of their duties and responsibilities.
4. To foster the total development of the student leaders who are going to be professionally competent, socially involved, culturally abreast, and morally upright upon leaving the portals of the school.

### Election of Class Officers

1. Every student enrolled in the ITP will take part in the election of sectional class officers' council to be composed of a chairman, vice-chairman and secretary. The adviser of each section will facilitate the electoral proceedings.
2. Each section, at all levels, should conduct the elections within the first month of classes or as determined by the Academic Council.

**Note:** The officers will assume responsibility as officers beginning first Monday of the next month. The new officers will be acknowledged in a memorandum to be issued by the Academic Council.

3. The 1<sup>st</sup> year advisers will appoint a temporary set of class officers to run the class until turnover or assumption of newly elected officers. The temporary officers of the 2<sup>nd</sup> and 3<sup>rd</sup> years are the class officers of last school year.
4. The Student Formation Office is entrusted to coordinate the training and activities of the class officers.

5. The Student Formation Office is entrusted with organizing a leadership training for all incoming first year officers within one month of the trimester.
6. The primary duty of the officers should be discussed during the orientations.

## **II – The Responsibilities of CITE Student Leaders**

### **1. The CITE Student Leader has a responsibility to ensure that everyone in the class will succeed in completing the Industrial Technician Program.**

His mission is to bring the entire class to graduate. He has the responsibility to manage, lead and lookout for the students in his class. And there will be drop-outs but let it not be said he has not done anything to help him out on a best effort basis. Detecting the problem early, applying remedies and always focused on group success. CITE has system to help out students in distress.

### **2. The CITE Student Leader has a responsibility to set the example.**

Nothing is more Key to leadership. If you demonstrate a weak work ethic, do you think the other student will think the mission matters? If you don't model the ideal CITE student traits such as responsibility, integrity and frugality, do you think your classmates will?

### **3. The CITE Student Leader has a responsibility to be a good CITE student himself.**

You cannot give what you do not have. CITE Student Leader has a responsibility in acquiring all the positive traits of a CITE graduate fully and enthusiastically.

### **4. The CITE Student Leader has a responsibility to be committed to the CITE mission.**

If you don't care, why should the other students do? You should be enthusiastic about your studies in CITE. Your classmates will catch your enthusiasm or lack of it.

### **5. The CITE Student Leader has a responsibility to maintain ethics and integrity in the class.**

When things are done in secret, the class is headed for trouble. When things are done that you wouldn't want your teachers/advisers to know, the class is headed for trouble. When things are done to benefit a small group at the expense of the many, the class is headed for trouble. Speaking up for the right always takes moral courage, and you may pay a price. But eventually you'll pay a high piece for silence.

## **III – Leadership and Formation/Values Program**

### **I - Leadership training**

1. Talk 1: **Responsibility and Leadership**: Answering to personal and group conduct
2. Talk 2: **Authority and Obedience**: No man can safely rule who has not learned to obey
3. Talk 3: **Prudence and Initiative**: The Virtues of the wise and pro-active people
4. Workshop 1: Leadership styles
5. Workshop 2: What kind of a Leader are you?
6. Workshop 3: Responsibilities Evaluation
7. Get-together

## **II – Talks on Human Formation (Series of Talks and personal mentoring chat)**

1. Character Formation
2. Human Virtues
3. Prudence
4. Justice
5. Fortitude and Temperance
6. Humility
7. Spirit of Service
8. Courage, Cheerfulness and Optimism
9. Loyalty and Sincerity
10. Work and Study
11. Order, Time Management, and good use of time
12. Social Behavior and Spontaneity (Human Virtues)
13. Need for continuing formation
14. Plan of life
15. The unity of study and life
16. Industriousness
17. Means: Order
18. Means: Seek Advice
19. Personal Formation
20. Time Management
21. Human Virtues
22. Study and Work - Professionalism
23. Social Dimensions
24. Freedom and Responsibility
25. Modesty
26. Sincerity
27. Charity