

Instructor Profile
John R. Hightower

Born: October 9, 1951; Natchez, Mississippi

Degrees: B.A. (Communications), Mississippi State University, Starkville, Mississippi
J.D. (Law), University of Mississippi, Oxford, Mississippi

Experience in Teaching Adults: Over 35 years.

Courses Taught:

- Introduction to Oral Communications
- Instructor Techniques
- Voice and Diction
- Developing Speech Techniques
- Advanced Speech Techniques
- Effective Oral Presentations
- Effective Briefings
- Report Writing
- Scientific and Technical Report Writing
- Epidemiology Report Writing
- Effective Listening
- Clear Writing
- Editing and Proofreading Skills
- Correspondence Clinic
- Secretarial Proficiency
- Developing Reading and Comprehension Skills
- Developing Reading, Listening, and Comprehension Skills
- Reading Improvement
- Building Word Power I and II
- Making Meetings Work
- Conducting and Participating in Meetings
- Conference Leadership
- Logical Approaches to Problem Solving
- Effective Public Information Meetings
- Preparing Completed Staff Work
- Technical Communication
- Interpersonal Communications Skills for Support Staff
- Radiological Defense Monitoring
- LSAT Test Preparation (for Kaplan)
- GMAT Test Preparation (for Kaplan)
- GRE Test Preparation (for Kaplan)
- ACT Test Preparation (for Kaplan)
- SAT Test Preparation (Kaplan)

Level Taught: Adult Government employees (GS-1 through GS-15)
Employees of Business and Industry
Continuing education students
College students (18 to 22+ years old)
High school students (14 to 18 years old)

Majors: Communications and Law

Languages: Spanish

Discussion: John Hightower has worked for the Communications Skills Company since 1975. In July 1994, he became the principal stockholder and chairman of the board of directors of the company.

Not only has Mr. Hightower taught all of the courses above, but he has also written materials for all of them, including customized course materials for the U.S. Nuclear Regulatory Commission, the Quaker Oats Company, and the Centers for Disease Control and Prevention.

In 1997, Mr. Hightower stopped working full time for Communications Skills Company to work for the law firm of Lanier Ford Shaver & Payne P.C., the largest law firm in north Alabama. He manages the law firm's library and computer-aided research, as well as taking care of a number of other administrative functions: training, professional recruiting, marketing, and organizational communication.

From 2000-2005, Mr. Hightower was an adjunct faculty member at Calhoun Community College (Huntsville campus), where he conducted a class in law-firm management and administration.

Beginning in 2005, Mr. Hightower began working part time for Kaplan Test Preparation Services, teaching high school and college students how to take various college admission tests.

He has conducted training for the following organizations:

Organization

Location

National Aeronautics and Space Admin.

Marshall Space Flight Center,
Huntsville, Alabama
Johnson Space Center,
Houston, Texas
Kennedy Space Center,
Cape Canaveral, Florida
Ames Research Center,
Mountain View, California
Langley Research Center,
Hampton, Virginia

	Glenn Research Center, Cleveland, Ohio
Centers for Disease Control and Prevention	Atlanta, Georgia Cincinnati, Ohio Fort Collins, Colorado Morgantown, West Virginia Anchorage, Alaska New York, New York Los Angeles, California Columbus, Ohio Lauderhill, Florida Chicago, Illinois Philadelphia, Pennsylvania Washington, D.C. Houston, Texas
Federal Highway Administration	Washington, D.C. Denver, Colorado Homewood, Illinois Kansas City, Missouri
U.S. Nuclear Regulatory Commission	Washington, D.C.
United States Army	Redstone Arsenal, Huntsville, Alabama Rock Island Arsenal, Rock Island, Illinois Fort Huachuca, Arizona Fort Myer, Virginia Fort Belvoir, Virginia Fort Monmouth, New Jersey Aberdeen Proving Ground, Maryland Anniston Army Depot, Anniston, Alabama HQ, Army Materiel Command, Alexandria, Virginia Corps of Engineers, Seattle, Washington Fort Carson, Colorado Eighth U.S. Army, Seoul, Korea Taegu, Korea

United States Navy	Warfare Center, Crane, Indiana Air Warfare Center, Indianapolis, Indiana Air Warfare Center, Dahlgren, Virginia Air Warfare Center, Point Mugu, California Air Warfare Center, China Lake, California
National Oceanic and Atmospheric Admin.	Washington, D.C. Suitland, Maryland
U.S. Dept. of Health and Human Services	Atlanta, Georgia Kansas City, Missouri
Social Security Administration	Headquarters, Baltimore, Maryland Birmingham, Alabama New York, New York
Teledyne-Brown Engineering Company	Huntsville, Alabama
United States Air Force	Patrick AFB, Florida Newark AFS, Newark, Ohio Howard AFB, Panama City, Panama
Tennessee Valley Authority	Chattanooga, Tennessee
Thiokol Chemical Corporation	Huntsville, Alabama
U.S. Census Bureau	Jeffersonville, Indiana
U.S. Coast Guard	San Pedro, California
U.S. Forest Service	Blacksburg, Virginia Atlanta, Georgia Asheville, North Carolina Jackson, Mississippi Roanoke, Virginia Russellville, Arkansas Hot Springs, Arkansas Tallahassee, Florida

U.S. Energy Department	Morgantown, West Virginia Pittsburgh, Pennsylvania
Defense Construction Supply Center	Columbus, Ohio
Quaker Oats Company	Chicago, Illinois Shiremanstown, Pennsylvania Jackson, Tennessee Barrington, Illinois Danville, Illinois
Texas Gas Transmission Company	Owensboro, Kentucky
Boeing	Huntsville, Alabama
University of Alabama	Huntsville, Alabama
University of Puerto Rico	Medical School, San Juan, Puerto Rico
Girl Scouts of America	Huntsville, Alabama

Mr. Hightower's work for the Communications Skills Company has taken him to Panama, Korea, Japan, and Puerto Rico, as well as allowing him to conduct training in 27 of the 50 United States.

In 2002, Mr. Hightower served as president of the North Alabama Chapter of the American Society for Training and Development (ASTD). He has been active with the local chapter since 1997. In addition to serving as president, he has served in a number of other capacities with the chapter, including membership chair and treasurer.

In 2006, Mr. Hightower was elected president of the Law Libraries Association of Alabama (LLAA). He has served for more than 3 years on the programs committee and is currently a member of the board of directors. During his tenure as president, he lead an effort to develop a bibliography of all books published about Alabama law. The bibliography is available on the LLAA web site and is available for all members of the legal profession to access. In 2011, Mr. Hightower was again elected president of LLAA.

Mr. Hightower has been active in church work, serving as a deacon (1990-94), as the chair of the church building committee (1994), and as the music director on several different occasions through the years. He has served as a member of the board of directors since 1998, serving as the clerk of the board (corporate secretary). From 2005 to 2009, he served as co-chair of the church's building committee as it constructed a new sanctuary and remodeled its older facilities for classroom use.

His hobbies include band music and theater, and he has served as an assistant librarian for the Huntsville Concert Band, an adult community band. He plays the flute and piccolo. He is the host for Brass, Reeds, and Percussion, a band-music show on WLRH, the public radio station in Huntsville. From time to time, he directs plays for the Renaissance Theatre in Huntsville, and has served as assistant director for a number of productions. He also enjoys raising rat terriers. He collects obscure prepositions and ties with pictures of animals.

Mr. Hightower is an inactive member of the Mississippi Bar Association.