

Lead Ohio: Foundations of Supervision

“Supervising with consistency and purpose.”

FAQs for Program Learners:

1. Q: What is Lead Ohio?

A: Lead Ohio is an enterprise-wide supervisory leadership development program that provides the “state voice” for supervision, management, and leadership. It is a multi-tiered leadership program designed to strengthen and develop skills and competencies needed for consistent supervisory, managerial and leadership effectiveness.

2. Q: When did the Lead Ohio program become effective?

A: The Lead Ohio: Foundations of Supervision program (LO: FoS) was piloted in September of 2014 and launched in 2015.

3. Q: What is Lead Ohio: Foundations of Supervision?

A: Lead Ohio: Foundations of Supervision is a mandatory program for all recently promoted or newly hired supervisors new to the State environment. The goal of the program is to provide the knowledge, skills, and abilities to supervise with consistency and purpose. The objective of this program is to standardize supervisor expectations and provide tools, skill-building and practical application that transfer to success on the job. This initiative focuses on investing in the State of Ohio’s talent by providing professional development opportunities.

4. Q: Who is required to enroll in the Lead Ohio: Foundations of Supervision?

A: As of July 2015, all recently promoted or newly hired supervisors are required to enroll and participate in the LO: FoS program as outlined in Section 124.04 (H) of the Ohio Revised Code, which authorizes DAS to conduct personnel training programs, including supervisory training programs. Supervisors are expected to enroll within 90 days of hire and complete the program within their first six (6) months as a supervisor.

5. Q: Are existing supervisors required to enroll in Lead Ohio: Foundations of Supervision?

A: Existing supervisors within the State of Ohio are encouraged (but not required) to enroll in the curriculum. Existing supervisors can attend or complete any or all the courses outlined in the program.

6. Q: How are the Lead Ohio: Foundations of Supervision courses delivered?

A: Currently, there are two training delivery options to complete the program:

Virtual Instructor-Led (VILT) Cohort

As part of the virtual cohort experience, you will complete one course per week, for eight consecutive weeks, with the same learners.

- Learners will have the opportunity to build relationships, share common experiences and network with other newly promoted or recently hired supervisors.
- Learners are required to enroll separately in each of the eight courses to complete the program. Additional materials and a link to attend the virtual cohort sessions will be sent through email the day prior to each of the scheduled sessions.

eLearning

The eLearning training courses can be completed anytime, anywhere, at your convenience.

- There are ten courses in this program. Each course is broken into 30-minute modules to complete. Each course contains two to four separate modules.
- Learners are required to enroll separately in each of the ten courses.
- All eLearning modules must be completed to receive credit for each course.

In-person Instructor-Led (ILT) Cohort

Currently, in-person instructor-led sessions held at a physical location **are not being offered**. When this option becomes available, courses will be added to Ohio Learn for enrollment.

7. Do I have flexibility to complete some courses virtually and some through eLearning?

A: Yes. Supervisors have the option to complete some courses through virtual instructor-led sessions and others through eLearning. To receive credit for completion of an eLearning course, all modules must be completed for the course.

8. What topics are offered through Lead Ohio: Foundations of Supervision?

A: Topics have been selected to enhance success in your new role. The behavioral assessment DISC is a unique tool that allows you to understand your own behavior as a supervisor and the behavior of others. DISC and its application are discussed in several courses except for Labor Relations. Performance Management is also essential to your success and your staff. It is discussed in Effective Goal Setting, Coaching and Developing Others and Evaluating your Employees. Other topics include communicating, diversity and inclusion, and leadership fundamentals.

9. Q: How were the Lead Ohio: Foundations of Supervision courses determined?

A: The topics and courses in LO: FoS were designed based on agency best practices and input from the Lead Ohio Advisory Council. The Council was established in 2014 and was comprised of State agency Human Resources and training professionals. The council held focus groups comprised of supervisors and managers to determine the fundamental need for success in supervision. LO: FoS materials and content are reviewed on a consistent basis and revised when needed, to provide the most relevant and practical training experience for learners.

10. Q: How long are the Lead Ohio: Foundations of Supervision virtual instructor-led sessions?

A: Each LO: FoS virtually held session is four (4) hours in length.

11. Q: How long will it take to complete the entire Lead Ohio: Foundations of Supervision program?

A: For supervisors who participate in virtually held instructor-led sessions, sessions are held once a week for eight (8) consecutive weeks. For supervisors who choose to complete the eLearning option, completion time will vary. All supervisors are required to complete the program within their first six (6) months as a supervisor.

12. Q: Where will the courses be held?

A: LO: FoS sessions are held virtually through Microsoft Teams.

13. Q: Are there any pre-requisites for the Lead Ohio Foundations of Supervision program?

A: Yes. The DISC assessment is a pre-requisite for the LO: FoS program. If you are participating in a virtually held instructor-led cohort, you will receive the link to complete the DISC assessment prior to attendance in the session Introduction to DISC. If you are completing the eLearning option, there are several pre-requisites built into the program. The first eLearning course to complete is Introduction to FoS which discusses the eLearning requirements to complete the program. Pre-requisites for each additional eLearning course are listed within each individual course. Ohio Learn will not permit you to launch an eLearning course unless all pre-requisites have been met.

14. Q: Do I need to take the courses in any sequence?

A: Yes. If you are attending a virtually held instructor-led cohort, it is highly recommended you attend the sessions in the scheduled sequence starting with, Introduction to DISC as your first course. However, if you need to reschedule this course, please reschedule it as soon as possible or complete the eLearning version. The sequence to complete the eLearning option has been automatically built into the Ohio Learn.

15. Q: Is attendance required?

A: Yes. To successfully complete the LO: FoS program, attendance is required in all eight (8) virtually held instructor-led sessions, completion of all ten (10) eLearning courses or a combination of both.

16. Q: How do learners enroll in Lead Ohio: Foundations of Supervision?

A: As of July 1, 2020, all recently hired, or newly promoted supervisors will be automatically enrolled in the Ohio Learn: Foundations of Supervision learning program and will be notified via email of that enrollment with instructions on how to proceed. A job aid will be attached to the email for learner's convenience.

17. Q: Who will deliver the Lead Ohio: Foundations of Supervision courses?

A: Virtually held instructor-led courses will be delivered by facilitators from DAS, Office of Talent Management, Learning and Talent Development. Each instructor has been fully trained in the content of the LO: FoS program.

18. Q: I am not a State of Ohio supervisor, I do not currently manage others. Can I still enroll in the Lead Ohio: Foundations of Supervision program?

A: No. Lead Ohio: Foundations of Supervision was specifically designed for the development of those who manage others and is only offered to State of Ohio supervisors. Please review the Learning and Talent Development website for other training opportunities.

19. Q: How do managers of those attending the program know which courses their staff are enrolled to take?

A: Direct managers can utilize Ohio Learn through myOhio to view their direct reports' course enrollments and learning plans. If additional information is needed, managers may contact their agency HR representative, Ohio Learn administrator (if applicable), or Office of Talent Management, Learning and Talent Development at (614) 387-6183, toll-free at (888) 577-6276, or via email: leadohio@das.ohio.gov.

20. Q: Will Continuing Education Units (CEUs) be offered for the Lead Ohio: Foundations of Supervision courses?

A: At this time, there are no CEUs associated with the LO: FoS program.

21. Q: What happens after I successfully complete the Lead Ohio: Foundations of Supervision cohort?

A: Certificates are available after successful completion of the Lead Ohio: Foundations of Supervision program. A personalized certificate will be emailed from Ohio Learn.

22. Q: Where can I find the schedule of Lead Ohio: Foundations of Supervision courses?

A: Please visit the Foundations of Supervision Learning Plan in Ohio Learn for available dates or to complete the eLearning modules.

23. Q: When I go into MyOhio> Ohio Learn, I don't have the Foundations of Supervision Learning Plan listed. Why can't I access it?

A: Access to register in the LO: FoS learning plan, courses, or eLearning is limited to supervisors who currently supervise others. If you are not a supervisor or your position has changed and you no longer supervise, you will not have access to view the LO: FoS Learning Plan in Ohio Learn. Therefore, you are currently not eligible for the LO: FoS program. Please review the Learning and Talent Development website for other training opportunities.

24. Q: Where can I find more information regarding the Lead Ohio: Foundations of Supervision program?

A: For more information on the LO: FoS program, please visit the Lead Ohio webpage located at <https://das.ohio.gov/Divisions/Human-Resources/Learning-and-Professional-Development/Lead-Ohio-Resource-Center>.