



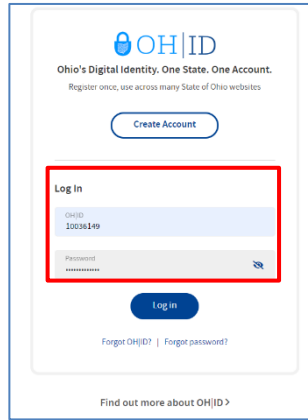
Accessing The Lead Ohio Foundations of Supervision (FoS) Learning Plan in Ohio Learn

Completing an Assigned Learning Plan via Ohio Learn

This job aid will help you successfully launch Ohio Learn to find the Lead Ohio: Foundations of Supervision Learning Plan and enroll in a VILT (virtually held instructor-led training) or eLearning course.

Launching Ohio Learn

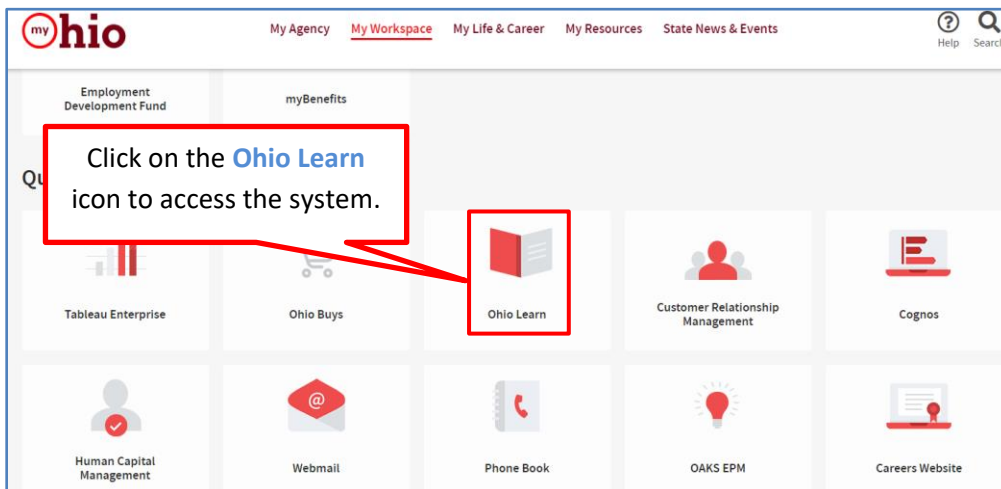
1. Navigate to: **myOhio.gov** and login using your employee ID and password



2. Click on the **My Workspace** link at the top of the page.

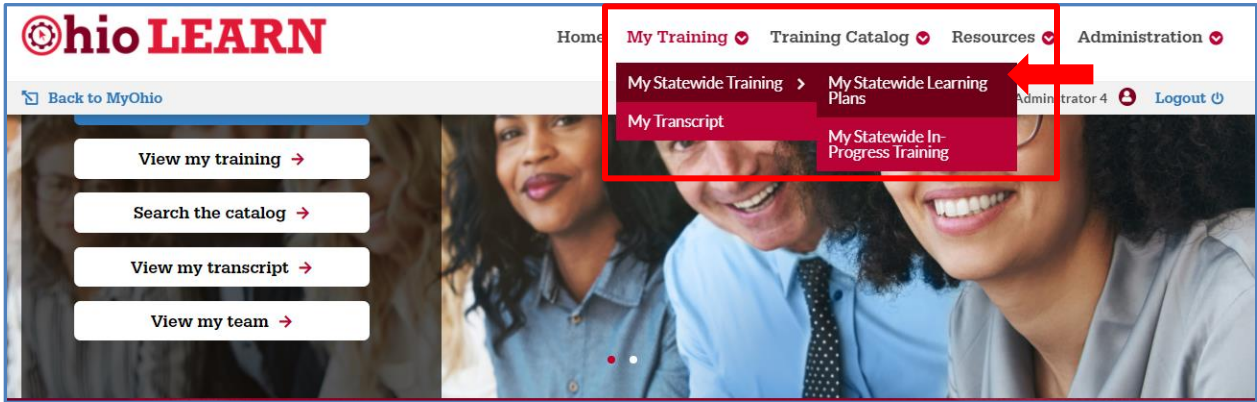


3. Click on the Ohio Learn Icon under the Quick Access Menu.

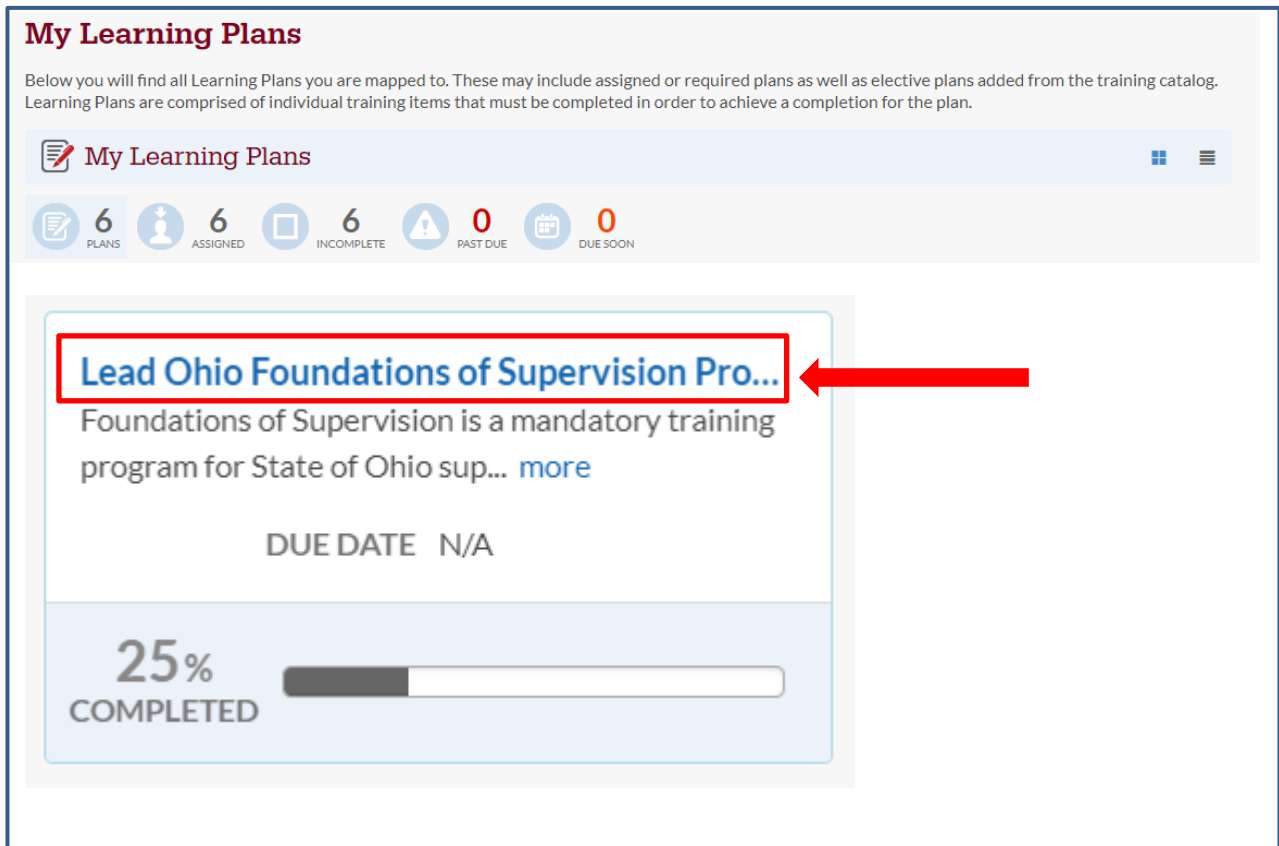


Accessing My Statewide Training

- 4. On the main menu at the top of the page, click on **My Training**, hover over **My Statewide Training**, and then click on **My Statewide Learning Plans**.



- 5. Click on the **Lead Ohio: Foundations of Supervision Learning Plan**.



6. **The Lead Ohio – Introduction to Foundations of Supervision Learning Program** is currently available to complete in a virtual instructor-led (VILT) or eLearning format. All courses within the program will be listed.
- A. **Lead Ohio – Introduction to Foundations of Supervision (for eLearning only) (NOTE: for eLearning only)** This course is designed to familiarize learners with the eLearning version of the program and requirements for completion. This module is a prerequisite to launch any eLearning courses and must be completed first.

1	Lead Ohio - Introduction to Foundations of Supervision (for eLearning only) This course is a prerequisite for all web-based courses in the Foundations of Supervision Program	Launch Course
	DUE DATE N/A	STATUS Completed
		OPTIONAL Yes
	TYPE Course	

- B. **DISC Assessment** – The DISC Assessment is a prerequisite to complete the Lead Ohio Foundations of Supervision program. It must be completed prior to registering for a virtual instructor-led session. If completing the eLearning program, complete **Lead Ohio – Introduction to Foundations of Supervision (for eLearning only)** then complete the DISC Assessment.

2	DISC Assessment This Course is a prerequisite for Introduction to DISC Instructions to Complete the DISC Self-Assessment	Launch Course
	DISC is a behavioral assessment used to help you understand yourself and others in order to build... more	
	DUE DATE N/A	STATUS Completed
		OPTIONAL Yes
	TYPE Course	

- C. **Lead Ohio - Introduction to DISC** – Each required course in the program is listed. The user must complete each course title to successfully complete the Foundations of Supervision program. You have the option to complete some courses as instructor-led and some as eLearning. All modules within an eLearning course must be completed to receive credit.


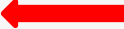

3	Lead Ohio - Introduction to DISC Participants must either complete the web-based course or attend an in-person session to receive credit for this course.	
	DUE DATE N/A	STATUS Completed
		OPTIONAL No
	TYPE Training Offering	
4	Lead Ohio - Labor Relations Lead Ohio - Labor Relations	
	DUE DATE N/A	STATUS Completed
		OPTIONAL No
	TYPE Training Offering	

7. Click the  button next to the **DISC Assessment** prior to enrolling in the remaining Lead Ohio FoS courses.

1	Lead Ohio - Introduction to Foundations of Supervision (for eLearning only) This course is a prerequisite for all web-based courses in the Foundations of Supervision Program	
	DUE DATE N/A STATUS Completed OPTIONAL Yes	
	TYPE Course	
2	DISC Assessment This Course is a prerequisite for Introduction to DISC Instructions to Complete the DISC Self-Assessment	 
	DISC is a behavioral assessment used to help you understand yourself and others in order to build... more	
	DUE DATE N/A STATUS Completed OPTIONAL Yes	
	TYPE Course	
3	Lead Ohio - Introduction to DISC Participants must either complete the web-based course or attend an in-person session to receive credit for this course.	
	DUE DATE N/A STATUS Completed OPTIONAL No	
	TYPE Training Offering	

Enroll in all Lead Ohio: Foundations of Supervision Courses or Complete eLearning

8. To enroll in a VILT or eLearning course, **Click** on the course title to display the options.

4	 Lead Ohio - Labor Relations  Lead Ohio - Labor Relations	
	DUE DATE N/A STATUS Completed OPTIONAL No	
	TYPE Training Offering	
5	Lead Ohio - Communicating for Results Participants must either complete the web-based course or attend an in-person session to receive credit for this course.	
	DUE DATE N/A STATUS Incomplete OPTIONAL No	
	TYPE Training Offering	
6	Lead Ohio - Introduction to Performance Management and Development (for eLearning only) Course Description.	
	DUE DATE N/A STATUS Completed OPTIONAL Yes	
	TYPE Course	
7	Lead Ohio - Effective Goal Setting Lead Ohio - Effective Goal Setting	
	DUE DATE N/A STATUS Incomplete OPTIONAL No	
	TYPE Training Offering	
8	Lead Ohio - Coaching and Developing Others Lead Ohio - Coaching and Developing Others	
	DUE DATE N/A STATUS Incomplete OPTIONAL No	
	TYPE Training Offering	

9. Once you have accessed the course, **Click** on the desired **session** or **eLearning** option.

My Learning Plans

Lead Ohio - Labor Relations

8/25/2021
START DATE

My Learning Plans > Lead Ohio Foundations of Supervision Program > Lead Ohio - Labor Relations

Lead Ohio - Labor Relations

TYPE	Training Offering	STATUS	Completed
ADDED DATE	July 12, 2021	START DATE	August 25, 2021

Lead Ohio - Labor Relations (for eLearning only) ←

TYPE	Course	STATUS	Completed
START DATE	October 8, 2021	COMPLETED DATE	October 12, 2021

Lead Ohio Labor Relations ←

TYPE	ILT Track	STATUS	Incomplete
START DATE	N/A	COMPLETED DATE	N/A

A. For **VILT sessions**, the date and time of all available sessions will be displayed. **Click** on the title to enroll.

TYPE	ILT Track	OPTIONAL	No (One session required)
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Lead Ohio Labor Relations - Webinar - 10/04/2022 - 8:30AM - 12:30PM ←

DUE DATE	N/A	START DATE	October 4, 2022	0% COMPLETED
COMPLETED DATE	October 4, 2022	STATUS	Incomplete	
TYPE	ILT Session			

B. Click on the **Enroll** button at the top or bottom of the screen to complete the enrollment process.

Lead Ohio Labor Relations - Webinar - 10/04/2022 ... more

10/4/2022 8:30AM 1 35 28 0

My Learning Plans > Lead Ohio Foundations of Supervision Program > Lead Ohio - Labor Relations > Lead Ohio Labor Relations > Lead Ohio Labor Relations - Webinar - 10/04/2022 ... > Lead Ohio Labor Relations - Webinar - 10/04/2022 ...

ENROLL

This session is an overview of supervisor & management rights including, formal discipline review, contractual guidelines and more! This course provides an overview of management rights in labor relations including, how to correct an employee's behavior before administering formal discipline, review of the progressive discipline process and contractual guidelines you need to know.

TYPE	Enrollment	CURRENT STATUS	User Dropped
EVENT TYPE	Instructor Led Training Session	EVENT	Lead Ohio Labor Relations - Webinar - 10/04/2022 - 8:30AM - 12:30PM (100234419)
ENROLLMENT OPENS	January 3, 2022 8:00 AM	MINIMUM SEATS	1
ENROLLMENT CLOSES	October 3, 2022 8:00 AM	MAXIMUM SEATS	35
START DATE	October 4, 2022 8:30 AM	SEATS REMAINING	28
END DATE	October 4, 2022 12:30 PM	WAIT LIST REMAINING	10

ADMIN CONTACTS Administrator Lead Ohio

ENROLL

A confirmation message will be displayed. You will also receive an email confirmation and Outlook calendar invitation for the session. If you are unable to attend after enrollment, please **drop** the session.

Lead Ohio Labor Relations - Webinar - 10/04/2022 ... more

10/4/2022 8:30AM 1 35 27 0

My Learning Plans > Lead Ohio Foundations of Supervision Program > Lead Ohio - Labor Relations > Lead Ohio Labor Relations > Lead Ohio Labor Relations - Webinar - 10/04/2022 ... > Lead Ohio Labor Relations - Webinar - 10/04/2022 ...

DROP

You have successfully enrolled in Lead Ohio Labor Relations - Webinar - 10/04/2022 - 8:30AM - 12:30PM

This session is an overview of supervisor & management rights including, formal discipline review, contractual guidelines and more! This course provides an overview of management rights in labor relations including, how to correct an employee's behavior before administering formal discipline, review of the progressive discipline process and contractual guidelines you need to know.

TYPE	Enrollment	CURRENT STATUS	Approved
EVENT TYPE	Instructor Led Training Session	EVENT	Lead Ohio Labor Relations - Webinar - 10/04/2022 - 8:30AM - 12:30PM (100234419)
ENROLLMENT OPENS	January 3, 2022 8:00 AM	MINIMUM SEATS	1
ENROLLMENT CLOSES	October 3, 2022 8:00 AM	MAXIMUM SEATS	35
START DATE	October 4, 2022 8:30 AM	SEATS REMAINING	27
END DATE	October 4, 2022 12:30 PM	WAIT LIST REMAINING	10

ADMIN CONTACTS Administrator Lead Ohio

DROP

- C. Once you select the **eLearning option for the course selected**, the Prerequisites for each course will be displayed.

All prerequisites must be completed before launching any eLearning course, if not previously completed. **Lead Ohio – Introduction to Foundations of Supervision (for eLearning only) must be completed before launching any eLearning course in the program.** NOTE: Prerequisites may vary by course.

Click on the prerequisite to complete it. Once completed, return to the eLearning course and launch it.

Prerequisites

Prerequisite Rule: Lead Ohio - Introduction to Foundations of Supervision (for eLearning only) AND Lead Ohio - Introduction to DISC (for eLearning only)

1	Lead Ohio - Introduction to Foundations of Supervision (for eLearning only)	LOGICAL OPERATOR N/A	STATUS Completed
		MANDATORY Yes	TYPE Course
2	Lead Ohio - Introduction to DISC (for eLearning only)	LOGICAL OPERATOR And	STATUS Completed
		MANDATORY Yes	TYPE Course

- D. To launch the **eLearning course**, Click on the **Open Course** button.

lead Ohio - Labor Relations (for eLearning only)

10/12/2021 COMPLETED DATE 100% COMPLETED 100% SCORE

My Learning Plans > Lead Ohio Foundations of Supervision Program > Lead Ohio - Labor Relations > lead Ohio - Labor Relations (for eLearning only)

OPEN COURSE

Course Description.

TYPE	Course
DATE ADDED	July 12, 2021 9:51 AM
PROTOCOL	SCORM
START DATE	October 8, 2021 8:00 AM
COMPLETED DATE	October 12, 2021 8:00 AM

E. Once you have completed the eLearning course, Click on **Close Course**.

The screenshot displays the 'lead Ohio - Labor Relations (for eLearning only)' course page. At the top, it shows the completion date as 10/12/2021, 100% completion, and a 100% score. A breadcrumb trail indicates the user is in 'My Learning Plans > Lead Ohio Foundations of Supervision Program > Lead Ohio - Labor Relations > lead Ohio - Labor Relations (for eLearning only)'. A purple arrow points to a 'CLOSE COURSE' button. The main content area features a video player with a 'Table Of Contents' sidebar. The video title is 'LEAD OHIO: FOUNDATIONS OF SUPERVISION' and the sidebar lists four modules: 'Module 1: Management an...' (27:01), 'Module 2: Scheduling' (19:08), 'Module 3: Leave Approval' (39:22), and 'Module 4: Discipline' (37:17). The video player shows a progress of 00:03 / 122:50 Minutes.

For information or assistance with the Lead Ohio: Foundations of Supervision Program, please contact us at leadohio@das.ohio.gov.