

# 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 training and development program that provides the “state voice” for supervision, management, and leadership. It is a multi-tiered program designed to develop the competencies needed for consistent supervisory and managerial 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 newly promoted supervisors or 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 newly promoted supervisors or supervisors new to the State of Ohio are required to enroll in the program within 90 days of hire. Existing supervisors with two (2) or more direct reports are encouraged (but not required) to enroll in the curriculum. Existing supervisors can attend any or all of the eight courses outlined in the program.

**5. Q: What topics are offered through Lead Ohio: Foundations of Supervision?**

A: There are eight courses offered in the LO: FoS program. 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 all courses except Labor Relations. Performance Management is also essential to your success and the success of 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.

**6. 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.

**7. Q: How long are the Lead Ohio: Foundations of Supervision courses?**

A: Depending on the topic, each LO: FoS course is either a full-day (8-hour) or half-day (4-hour) course.

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

A: New supervisors will be assigned to a cohort and will attend one session per week for eight weeks. Existing supervisors may attend Lead Ohio: Foundations of Supervision courses whenever they choose.

**9. Q: Where will the courses be held?**

A: LO: FoS courses are held in Central Ohio. Classroom events will be held at either the Rhodes State Office Tower, 30 E. Broad Street, Columbus, Ohio 43215 (2<sup>nd</sup> floor, room 231), or the DAS General Services Division facility located at 4200 Surface Road, Columbus, Ohio 43228 (Beech/Banyan room).

**10. Q: Are there any prerequisites for the Lead Ohio Foundations of Supervision program?**

The course Introduction to DISC is a pre-requisite to the remaining courses and is scheduled as the first course in the cohort. DISC is a behavioral assessment used to help supervisors understand themselves and their direct reports and is utilized throughout the majority of the program's courses. It is highly recommended you attend Introduction to DISC as your first course. However, if you need to reschedule this course, please reschedule it as soon as possible. The link to complete the DISC assessment is sent to you with your cohort confirmation email. Please make sure you complete the assessment and review it before taking any other courses in the cohort.

**11. Q: Is attendance required?**

A: Yes. In order to successfully complete the LO: FoS program, attendance is required in all eight instructor-led courses. In the event you need to reschedule a course in your assigned cohort, please reschedule as soon as possible through OAKS/ELM at myOhio > myLearning.

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

A: As a new supervisor, please contact your Human Resources department or DAS Office of Talent Management at [leadohio@das.ohio.gov](mailto:leadohio@das.ohio.gov) to request enrollment in the program. Existing supervisors may enroll through myOhio > myLearning.

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

A: Instructor-led courses will be delivered by facilitators from DAS, Office of Talent Management, Learning and Professional Development. Each instructor has been fully trained in the content of the Lead Ohio curriculum.

**14. 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 Professional development website or current catalog for other training opportunities.

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

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

**16. 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.

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

A: Certificates are available after successful completion of all eight courses in the Lead Ohio: Foundations of Supervision program. Certificates will be distributed at the end of the Leadership Fundamentals course if you have successfully completed all eight courses with your assigned cohort. If you must reschedule a class, please e-mail [leadohio@das.ohio.gov](mailto:leadohio@das.ohio.gov) to receive your certificate upon completion of your last class. Your certificate will be e-mailed to you.

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

A: A calendar of courses is posted on the Lead Ohio Resource Center located at <https://das.ohio.gov/Divisions/Human-Resources/Learning-and-Professional-Development/Lead-Ohio-Resource-Center>. Under Foundations of Supervision, select Calendar of Courses. Courses can also be accessed for enrollment through myOhio> myLearning.

**19. Q: When I try to enroll in a course through myOhio> myLearning, I don't see any LO: FoS classes. Why can't I access them?**

A: Access to register in the LO: FoS courses is limited to supervisors who currently manage others. If you are not a supervisor or your position has changed and you no longer manage, you will not have access to view LO: FoS courses for enrollment. You are currently not eligible for the LO: FoS program. Please review the Learning and Professional Development website or current catalog for other training opportunities.

**20. 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>.