

Lead Ohio: Foundations of Supervision

"Supervising with consistency and purpose."

Course Curriculum

Lead Ohio: Foundations of Supervision is a supervisory training program for State of Ohio supervisors. The program consists of eight (8) instructor-led training courses designed to provide a consistent training experience for existing and new supervisors who manage others in the State of Ohio.

1. Introduction to DISC (4 hours)

This foundational course explores the behavioral assessment known as DISC. This tool is used to help supervisors understand themselves and others, while improving relationships. The factors associated with the assessment are: Dominance, Influence, Steadiness and Compliance (DISC). You will be required to complete the DISC assessment prior to class. The application of DISC will be discussed and reinforced throughout the majority of the Lead Ohio curriculum.

2. Communicating for Results (4 hours)

Communication is essential to your success as a supervisor. During this course you will learn key components of effective communication, utilize DISC to create more meaningful conversations, practice holding difficult conversations and discuss how to communicate upward.

3. Labor Relations (8 hours)

This course provides an overview of pertinent information regarding the union contracts and delves into your rights and responsibilities, as a manager in a bargaining unit environment. This course is facilitated by the Office of Collective Bargaining and is held at their training facility unless otherwise noted.

4. Effective Goal Setting (4 hours)

Establishing effective goals for your employees is the first step in successful performance management. In this course, you will learn the importance of aligning goals with strategic initiatives, differentiate between goals and competencies, learn how to write a SMART goal, and prepare to discuss goals with your employees.

5. Coaching and Developing Others (8 hours)

Supervising means getting work done through others. Coaching and Developing Others is one of three performance management courses in the Lead Ohio curriculum. In this course, you will learn how to coach your employees, give feedback and recognition, recognize poor performance, and how to properly document discussion.

6. Evaluating Your Employees (4 hours)

In evaluating your employees, you will build on your knowledge from Goal Setting and Coaching and Developing Others to complete the last performance management course. During this course, learners will review the performance management process, write a Performance review, and learn how to conduct a meaningful performance evaluation discussion.

Lead Ohio: Foundations of Supervision

"Supervising with consistency and purpose."

7. Appreciating and Valuing our Differences (4 hours)

This course explores the importance of appreciating and valuing our differences in the workplace. It discusses the misconceptions about disability and looks at ways to support a disability aware work environment or culture.

8. Leadership Fundamentals (4 hours)

As a supervisor, you are responsible for both managing and leading your employees. In this course you will explore your DISC preferences as a leader, distinguish between management and leadership, and implement best practices for continued success in your new role.