





Accessing The Lead Ohio Introduction to Foundations of Supervision (FoS) Program in Ohio Learn

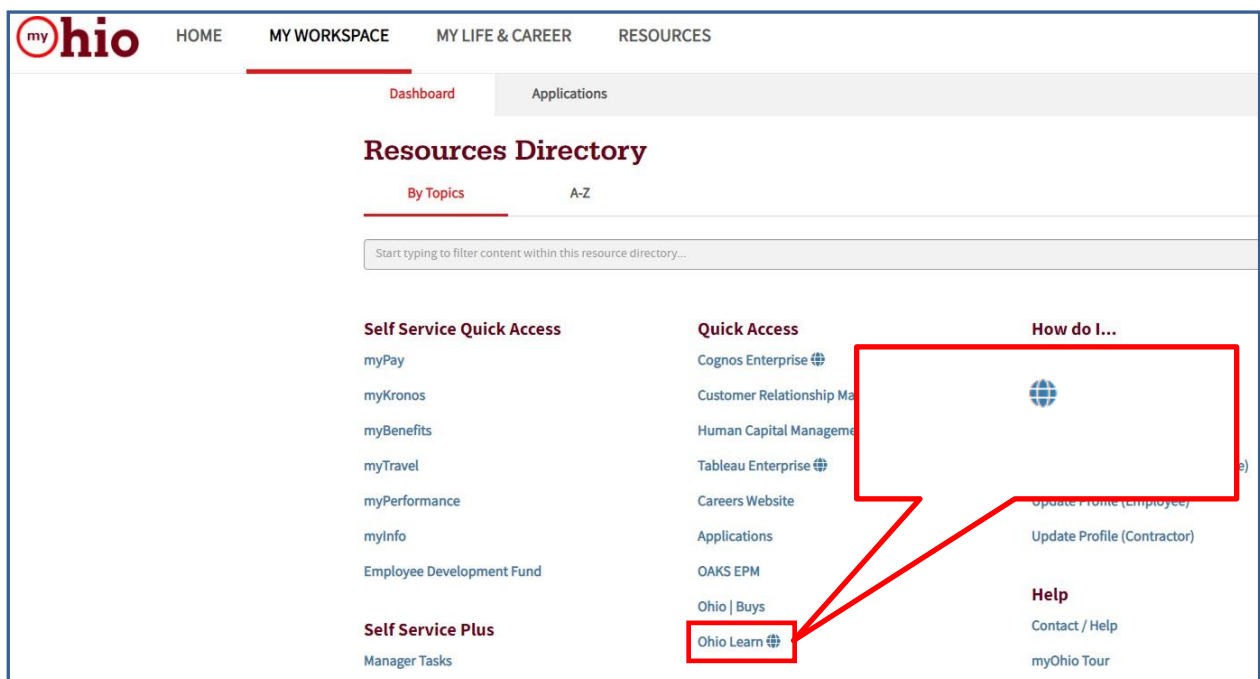
Accessing the Lead Ohio Learning Plan via Ohio Learn


This job aid will help you successfully launch Ohio Learn in order to access, enroll in virtually held instructor-led courses (VILT) or eLearning, and complete the Foundations of Supervision Learning Plan.

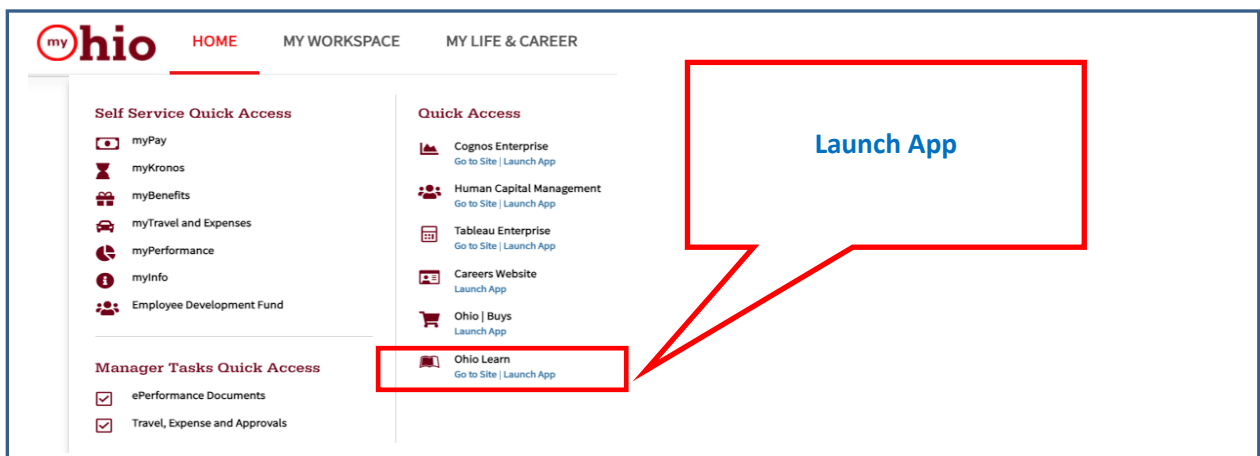
Launching Ohio Learn

1. Navigate to: [myOhio > My Workspace > Ohio Learn](#) and click on the  next to the words [Ohio Learn](#) to access the system.

NOTE: If you click the words [Ohio Learn](#) instead of the  you will be transferred to the Ohio Learn resource page within myOhio.gov. Ohio Learn can also be accessed through the  in my Ohio by clicking on [Launch App](#).

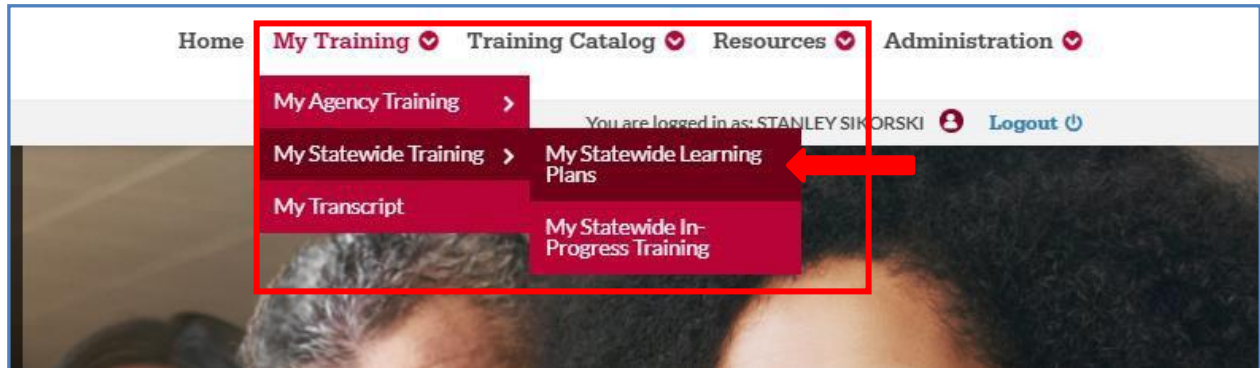


2. Launching Ohio Learn through the .

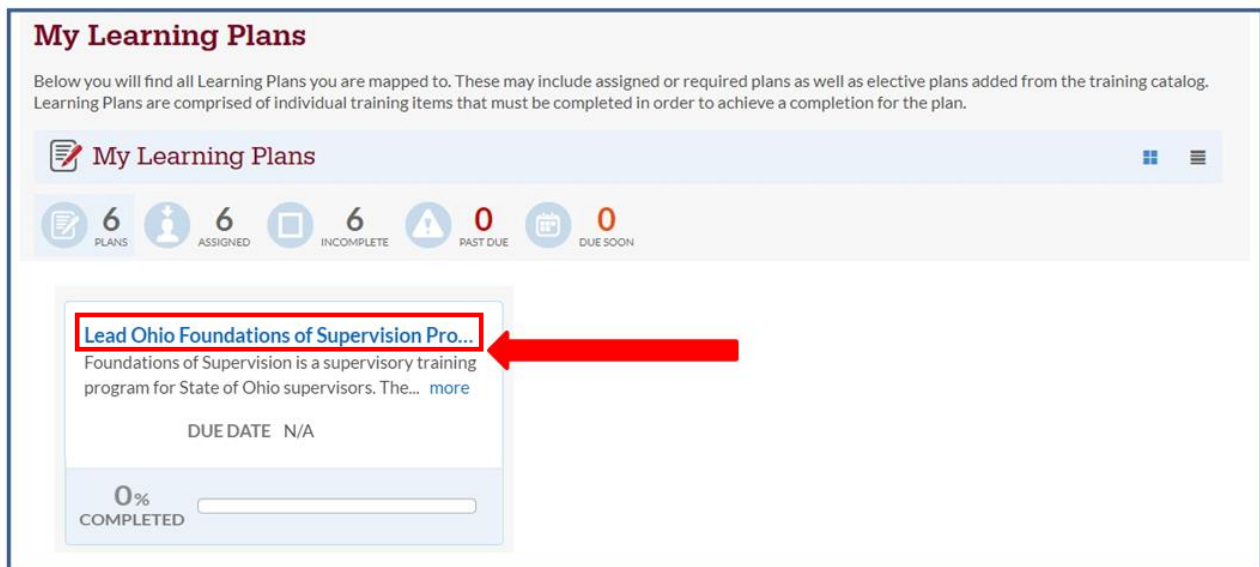


Accessing My Statewide Training

1. On the menu at the top of the page, select **My Training**, hover over **My Statewide Training** and then click on **My Statewide Learning Plans**. The **Lead Ohio Foundations of Supervision** Learning Plan will be displayed.



2. **CLICK** the title of the Learning Plan to access the **Lead Ohio Foundations of Supervision Program**.



3. 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.
 - 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 or launching the eLearning module.
 - 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.

<p>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</p> <p>DUE DATE N/A STATUS Not Attempted</p> <p>TYPE Course</p>	<p>A. The <u>Lead Ohio – Introduction to Foundations of Supervision (for eLearning only)</u> course is a prerequisite for all Lead Ohio eLearning courses.</p>
<p>2 DISC Assessment This Course is a prerequisite for Introduction to DISC Instructions to Complete the DISC Self-Assessment more</p> <p>DUE DATE N/A STATUS Not Attempted</p> <p>TYPE Course</p>	<p>A. The <u>DISC Assessment</u> is a prerequisite to complete the Lead Ohio Foundations of Supervision program.</p>
<p>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.</p> <p>DUE DATE N/A STATUS Incomplete</p> <p>TYPE Training Offering</p>	<p>OPTIONAL No</p>
<p>4 Lead Ohio Labor Relations</p> <p>DUE DATE N/A STATUS Completed</p> <p>TYPE ILT Track</p>	<p>C. <u>Lead Ohio – Introduction to DISC</u> and all other courses within the Lead Ohio – Introduction to Foundations of Supervision Program.</p>
<p>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.</p> <p>DUE DATE N/A STATUS Incomplete</p> <p>TYPE Training Offering</p>	<p>OPTIONAL No</p>

- 4. **CLICK** the Launch Course button to complete 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 Not Attempted	OPTIONAL Yes	Launch Course
2	DISC Assessment This Course is a prerequisite for Introduction to DISC Instructions to Complete the DISC Self-Assessment more	DUE DATE N/A	STATUS Completed	OPTIONAL Yes	Launch 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 Incomplete	OPTIONAL No	

Enrolling in all Lead Ohio Foundations of Supervision Program Courses

1. **CLICK** on the course title to display the session options.

4	Lead Ohio Labor Relations	DUE DATE N/A	STATUS Completed	OPTIONAL No
		TYPE ILT Track		
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 Effective Goal Setting	DUE DATE N/A	STATUS Incomplete	OPTIONAL No
		TYPE ILT Track		
7	Lead Ohio Coaching and Developing Others	DUE DATE N/A	STATUS Incomplete	OPTIONAL No
		TYPE ILT Track		
8	Lead Ohio Evaluating Your Employees-Managing the Performance Cycle (DAS-LO-117)	DUE DATE N/A	STATUS Incomplete	OPTIONAL No
		TYPE ILT Track		

2. **CLICK** on the desired session option.

	TYPE ILT Track	OPTIONAL No (One session required)
	START DATE January 1, 2017 8:00 AM	
	COMPLETED DATE December 31, 2017 8:00 AM	
	Lead Ohio Labor Relations - Webinar - 6/24/2021 - 12:30PM - 4:30 PM	
	DUE DATE N/A	START DATE June 24, 2021
	COMPLETED DATE June 24, 2021	STATUS Incomplete
	TYPE ILT Session	0% COMPLETED

- 3. The session option will be displayed for enrollment. **CLICK** on the session option to continue the enrollment process.

Lead Ohio Labor Relations - Webinar - 6/24/2021 - ... more

6/24/2021 12:30PM 1 35 3

START DATE START TIME MIN SEATS MAX SEATS REMAINING SEATS

My Learning Plans > Lead Ohio Foundations of Supervision Program > Lead Ohio Labor Relations > Lead Ohio Labor Relations - Webinar - 6/24/2021 - ...

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	ILT Session	MINIMUM SEATS	1
START DATE	June 24, 2021 12:30 PM	MAXIMUM SEATS	35
END DATE	June 24, 2021 4:30 PM	SEATS REMAINING	3
INSTRUCTORS	CHRISTINA HASELBERGER	LOCATION/ROOM	Webinar, Webinar

Enrollments

Select from the list of Enrollments below

Lead Ohio Labor Relations - Webinar - 6/24/2021 - 12:30PM - 4:30 PM

OPEN DATE	April 23, 2021	EVENT END DATE	June 24, 2021
CLOSE DATE	June 22, 2021	STATUS	Not Attempted

4. **CLICK** on the **ENROLL** button at the bottom of the screen to complete the enrollment process.

TYPE	Enrollment	CURRENT STATUS	Not Enrolled
EVENT TYPE	Instructor Led Training Session	EVENT	Lead Ohio Labor Relations - Webinar - 6/24/2021 - 12:30PM - 4:30 PM (100221743)
ENROLLMENT OPENS	April 23, 2021 8:00 AM	MINIMUM SEATS	1
ENROLLMENT CLOSES	June 22, 2021 4:30 PM	MAXIMUM SEATS	35
START DATE	June 24, 2021 12:30 PM	SEATS REMAINING	3
END DATE	June 24, 2021 4:30 PM	WAIT LIST REMAINING	10
ADMIN CONTACTS	Administrator Lead Ohio		

ENROLL

5. A confirmation message will be displayed.

You have successfully enrolled in Lead Ohio Labor Relations - Webinar - 6/24/2021 - 12:30PM - 4:30 PM

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 - 6/24/2021 - 12:30PM - 4:30 PM (100221743)
ENROLLMENT OPENS	April 23, 2021 8:00 AM	MINIMUM SEATS	1
ENROLLMENT CLOSES	June 22, 2021 4:30 PM	MAXIMUM SEATS	35
START DATE	June 24, 2021 12:30 PM	SEATS REMAINING	2
END DATE	June 24, 2021 4:30 PM	WAIT LIST REMAINING	10
ADMIN CONTACTS	Administrator Lead Ohio		

Launching an eLearning course.

1. Follow the steps for [Accessing My Statewide Training](#).
2. **CLICK** on the Lead Ohio course.

Lead Ohio - Effective Goal Setting		
Lead Ohio - Effective Goal Setting		
DUE DATE	N/A	STATUS Incomplete
TYPE	Training Offering	OPTIONAL No

3. **CLICK** on the Lead Ohio course indicated *(for eLearning only)*.

Lead Ohio - Effective Goal Setting

6/17/2021
START DATE

My Learning Plans > Lead Ohio Foundations of Supervision Program > Lead Ohio - Effective Goal Setting

Lead Ohio - Effective Goal Setting

TYPE	Training Offering	STATUS	Incomplete
ADDED DATE	June 17, 2021	START DATE	June 17, 2021

Lead Ohio - Effective Goal Setting (for eLearning only)

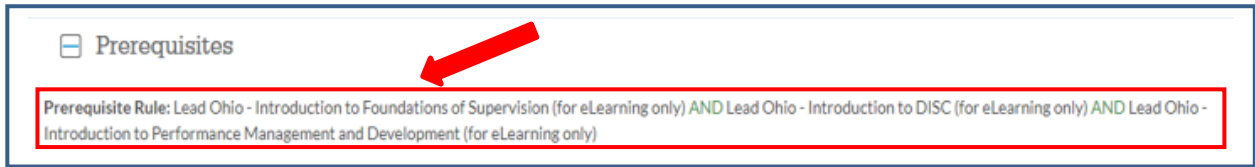
TYPE	Course	STATUS	Not Attempted
START DATE	N/A	COMPLETED DATE	N/A

Lead Ohio Effective Goal Setting

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

Launching a Prerequisite for an eLearning course.

1. After accessing a Lead Ohio FoS eLearning course, a prerequisite message will be displayed.



2. The prerequisite course **Lead Ohio - Introduction to Foundations of Supervision (for eLearning only)**, must be completed **before** launching **any** Lead Ohio Foundations of Supervision (FoS) eLearning course. (if not previously completed)

NOTE: Additional prerequisites vary by course.

3. **CLICK** on the prerequisite tied to the course.

*This example displays the prerequisites for the **Lead Ohio Effective Goal Setting** course.*



5. **CLICK** the Launch Course button to begin the course.

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 Incomplete OPTIONAL Yes

TYPE Course

Launch Course

0% COMPLETED

6. The Lead Ohio FoS prerequisite course will be launched.

LEAD OHIO
Team Ohio
IT'S MORE THAN JUST A JOB!

FOUNDATIONS OF SUPERVISION

Ohio Department of Administrative Services

Welcome
Lead Ohio: Foundations of Supervision

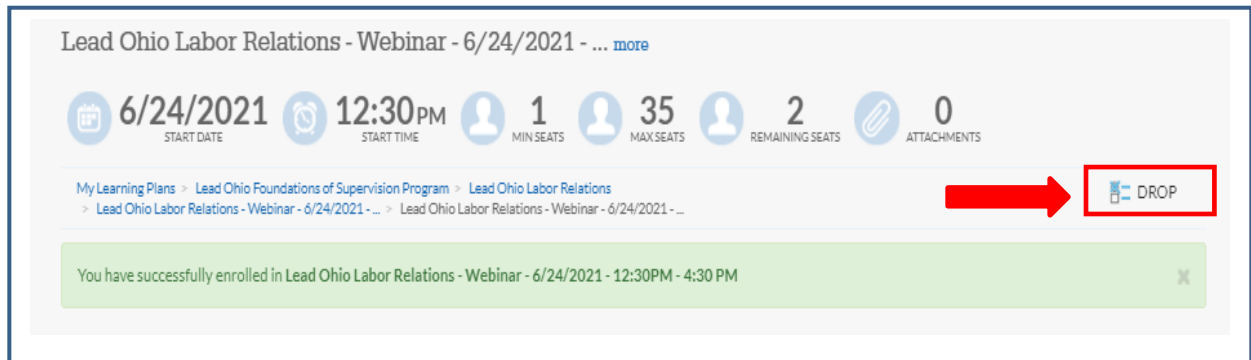
Table of Contents

Slide Title	Duration
Purpose of Lead Ohio	04:11
Program Curriculum	14:52
Your Responsibilities	07:56
Conclusion	00:32

00:08 / 28:07 Minutes

Dropping a Lead Ohio Foundations of Supervision Program Course.

1. **CLICK** on the **DROP** button to drop the course session.



2. A confirmation message will be displayed.

