

Lead Ohio: Inspirational Leaders

FY20 Learning Plan Worksheet Instructions

Welcome to the Lead Ohio: Inspirational Leaders (LO:IL) program!

It is our hope that the LO:IL program will further develop your leadership capabilities. As you begin your leadership development journey, be prepared to change your thinking, disrupt old behaviors and open the path to new ways of leading. The LO:IL program offers many development opportunities, but it is your commitment, engagement and trust in the learning experience that will allow for you to strengthen and transform your leadership skills.

Please carefully review the information contained in this instructional document. The information will better prepare you for the program.

We look forward to your participation!

PREPARATION FOR LO:IL

Before the start of the program, please ensure you do the following:

1. Review and complete the “FY20 Learning Plan Worksheet.” Identify and complete the required annual 20 learning hours to earn the LO:IL’s Certificate of Completion. Completion of your FY20 Learning Plan Worksheet demonstrates your commitment to continued learning and application of the new knowledge you’ve gained.
2. Partner with your direct manager to identify the courses that are appropriate for your leadership development.
3. Select the items on the FY20 Learning Plan Worksheet provided.
4. Register via myLearning (via the myOhio website) for the learning activities you have selected on your Learning Plan Worksheet.
5. Reference the LO: IL FAQs to answer other questions you may have by accessing the following hyperlink: [Inspirational Leaders: FAQs](#)
6. Please [click here](#) to visit the Learning and Talent Development web pages for additional information about Lead Ohio.

Once you are registered for your courses, have fun participating in the activities as well as completing the supplemental items on your Learning Plan Worksheet by **June 30, 2020**.

ABOUT OUR APPROACH

The LO:IL curriculum is reviewed annually and realigned to new state initiatives. This will ensure the program provides relevant course information to address common issues you may be facing as a manager.

The program year is based on a fiscal year and runs from July 1 to June 30. During the program year, you are encouraged to complete 20 learning hours to earn your annual Certificate of Completion. If the 20 hours are not accrued during the fiscal year, you will not earn a certificate. LO: IL program hours automatically reset on

July 1 to provide you a new opportunity to earn the 20 hours needed for the next program year. Since the curriculum is updated annually, you are encouraged to earn a Certificate of Completion each year to continue with your leadership development.

Remember, the goal of this competency-based development program is to enhance your knowledge, skills, and behaviors to strengthen your management, which allows you to build trust while consistently leading others.

If you have any questions related to the LO:IL, please contact Terri Vetter at LeadOhio@das.ohio.gov.

Thank you for participating in Lead Ohio.

FY20 Learning Plan Worksheet

LO:IL Learner Name: _____

Learning Activities:	Format	Catalog Number	Available Learning Hours	Planned Learning Hours
Lead Ohio Inspirational Leaders Program Pre-Requisites:				
Lead Ohio: Inspirational Leaders Program Application – to be completed by all managers and leaders new to the LO:IL program.	Online	DAS-LO-221	n/a	n/a
FY20 Learning Plan Worksheet – use this Worksheet to identify the courses you will complete during the program year.	Online	None	n/a	n/a
Required Courses – the Leadership Self-discovery suite needs to be completed by all program learners:				
Introduction to DISC	4-hour ILT	DAS-LO-222	Required 4	Required 4
DISC Leadership Styles (pre-requisite = Introduction to DISC)	4-hour ILT	DAS-LO-223	Required 4	Required 4
Motivators: Leadership, Drive, and Performance	4-hour ILT	DAS-LO-224	Required 4	Required 4
Core Courses – identify courses from this category to support your ongoing professional development:				
Aligning Organizational Strategy and Competencies	4-hour ILT	DAS-LO-225	Required 4	Required 4
Building Better Teams	4-hour ILT	DAS-LO-226	4	
Community Forum	3-hour ILT	DAS-LO-227	4	
Leading and Building Trust	4-hour ILT	DAS-LO-228	4	
Managing the Impact of Diversity and Inclusion	4-hour ILT	DAS-LO-229	4	
Next Level Coaching (pre-requisite: Aligning Organizational Strategy and Competencies)	4-hour ILT	DAS-LO-230	Required 4	Required 4
Elective Courses – the Performance Management Series provides additional learning options:				
Performance Management Series Step 1 Roadmap for Managing and Developing Performance	Pre-requisite available Online – 1 hour	DAS-PM-500	1	
Performance Management Series Step 2 The Starting Point: Exploring Expectations, Goals, and Competencies	4-hour ILT	DAS-PM-501	4	
Performance Management Series Step 3 Engaging and Supporting Performance	4-hour ILT	DAS-PM-502	4	
Performance Management Series Step 4 Coaching Employees Toward Development	4-hour ILT	DAS-PM-506	4	
Performance Management Series Step 5 It's that Time: Evaluating Year-End Performance	4-hour ILT	DAS-PM-504	4	

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Learning Activities:

	Format	Catalog Number	Available Learning Hours	Planned Learning Hours
Final Step:				
Lead Ohio Inspirational Leaders Program Completion	Online	DAS-LO-__	Required	Required
Lead Ohio Post-Assessments:				
Post-Learning Activity Assessment – you will provide feedback for each learning activity that you complete via the post-course assessment. The survey link is attached to each learning activity in ELM.	Email	None	Required	Required
60 Day Post-Course Assessment – to be completed by both you and your direct manager . You will each receive a separate email with the assessment link 45 days after completing the course.	Email	None	Required	Required
Post-Program Assessment – to be completed by both you and your direct manager . This assessment is designed to assess the learning impact of the program. It will be sent annually at the beginning of the fiscal year to all learners who have earned a minimum of 20 hours during the previous year. Their direct manager will also receive a similar assessment.	Email	None	Required	Required
Total Learning Hours Planned: (minimum of 20 hours)				