Ohio | **Department of Administrative Services**

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

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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*.
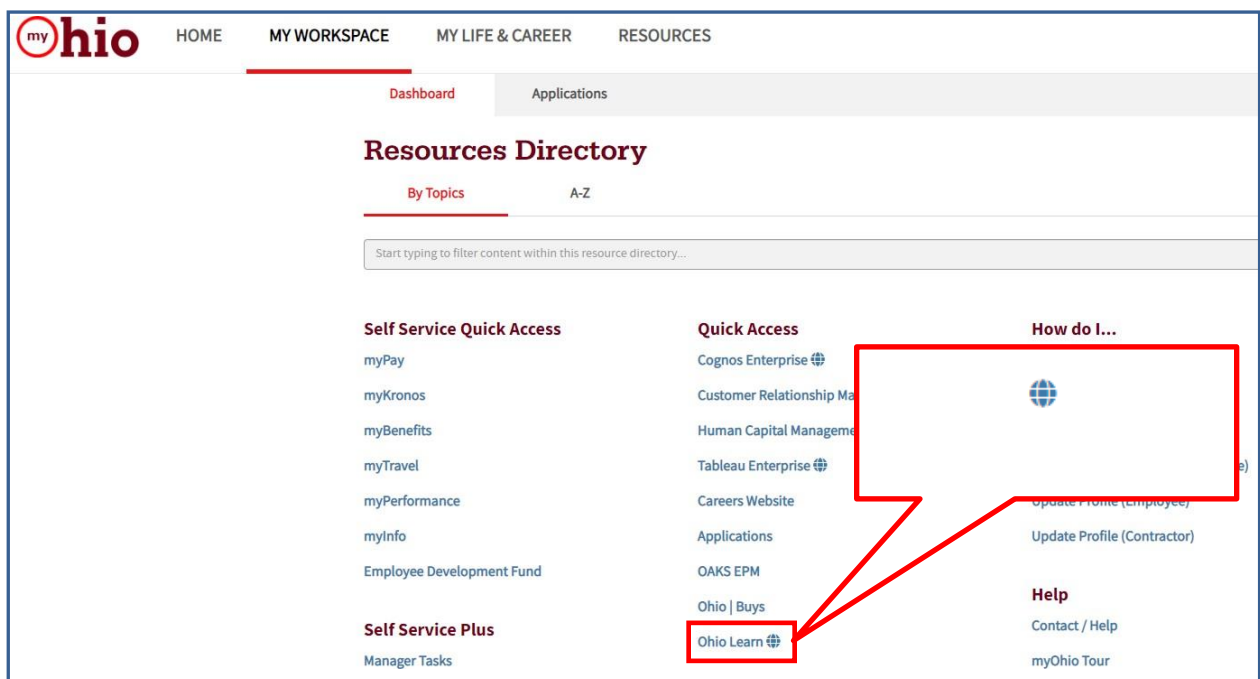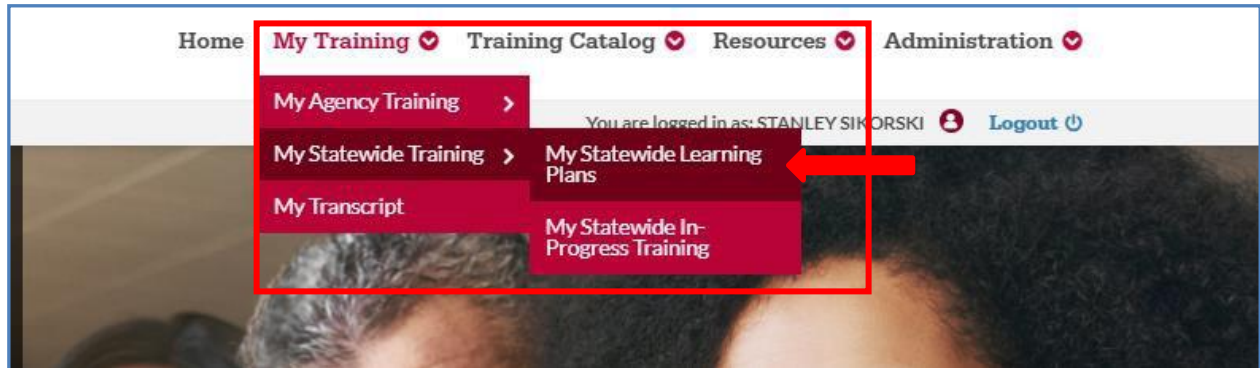

2. Launching Ohio Learn through the . ▦
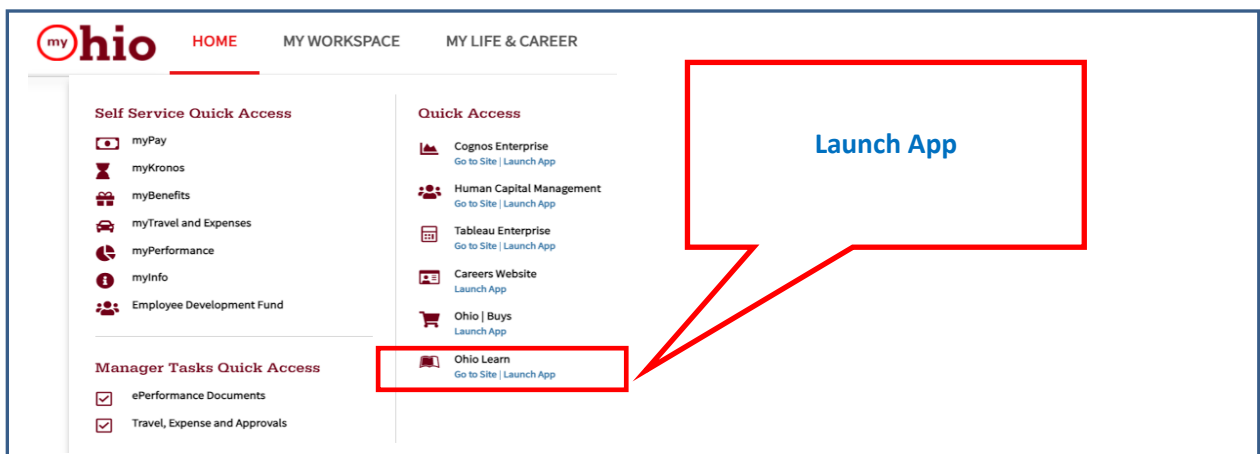
Accessing My Statewide Training

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**.

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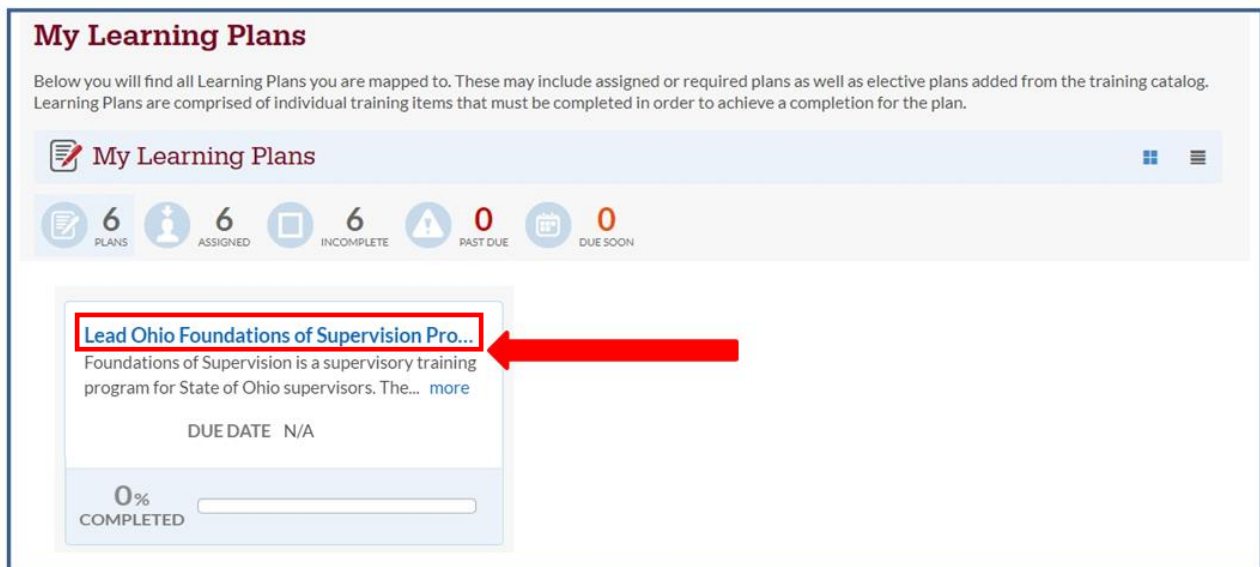
3. The **Lead Ohio – Introduction to Foundations of Supervision** Learning Program is currently available to complete in a virtual instructor-led (VILT) or eLearning format. All courses within the program will be listed.

    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.

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 TYPE Course	**A. The Lead Ohio – Introduction to Foundations of Supervision (for eLearning only) course is a prerequisite for all Lead Ohio eLearning courses.**
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 Not Attempted TYPE Course	**A. The DISC Assessment is a prerequisite to complete the Lead Ohio Foundations of Supervision program.**
3 Lead Ohio - Introduction to DISC Participants must either complete the web-based course or attend an in-person session to recieve credit for this course. DUE DATE N/A STATUS Incomplete OPTIONAL No TYPE Training Offering	
4 Lead Ohio Labor Relations DUE DATE N/A STATUS Completed TYPE ILT Track	**C. Lead Ohio – Introduction to DISC and all other courses within the Lead Ohio – Introduction to Foundations of Supervision Program.**
5 Lead Ohio - Commnicating for Results Participants must either complete the web-based course or attend an in-person session to recieve credit for this course. DUE DATE N/A STATUS Incomplete OPTIONAL No TYPE Training Offering	

4. **CLICK** the Launch Course button to complete the **DISC Assessment** prior to enrolling in the remaining Lead Ohio FoS courses.

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Enrolling in all Lead Ohio Foundations of Supervision Program Courses

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

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

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 START DATE | 12:30 PM START TIME | 1 MIN SEATS | 35 MAX SEATS | 3 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

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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	
ENROLLMENT CLOSES June 22, 2021 4:30 PM	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
	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	
ENROLLMENT CLOSES June 22, 2021 4:30 PM	MINIMUM SEATS 1
START DATE June 24, 2021 12:30 PM	MAXIMUM SEATS 35
END DATE June 24, 2021 4:30 PM	SEATS REMAINING 2
	WAIT LIST REMAINING 10
ADMIN CONTACTS Administrator Lead Ohio	

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Launching an eLearning course.

1. Follow the steps for *Accessing My Statewide Training*.
2. **CLICK** on the Lead Ohio course.

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

Launching a Prerequisite for an eLearning course.

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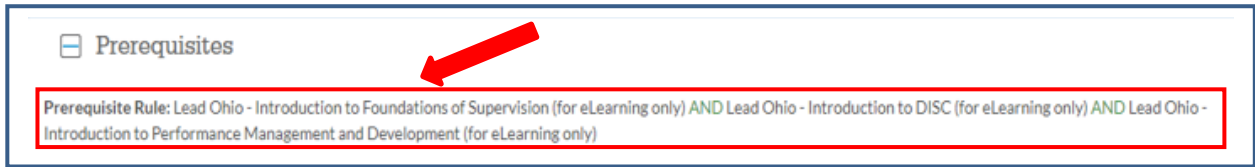
2. The prerequisite course **Lead Ohio - Introduction to Foundations of Supervision (for eLearning only)**, must be completed **before** launching **any** Lead Ohio Foundations of Supervision (FoS) eLearning course. *(if not previously completed)*

    > **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

Launch Course

| DUE DATE | N/A | STATUS | Incomplete | OPTIONAL | Yes |
| TYPE | Course | | | | |

0%
COMPLETED

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

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.