



## Lead Ohio: Inspirational Leaders

### **Instructions: Learning Plan Worksheet**

Welcome to Lead Ohio: Inspirational Leaders pilot program.

The goal of this competency-based development program is to enhance managers' knowledge, skills, and behaviors in order to strengthen leadership capacity across state agencies.

As you begin your leadership development journey, you will be required to complete your "Learning Plan Worksheet." The completion of your "Learning Plan Worksheet" will aid us in two (2) ways:

1. Provides data for our internal planning by helping us recognize at a program level which activities are being fully tested; also, it helps to identify potential gaps that need additional assignments.
2. Serves as an affirmation of your commitment to your personal learning journey.

You have been provided the Learning Plan Worksheet, which will help you to manage the selection of learning activities in order to complete the required annual 20 learning credits to earn your Lead Ohio Inspirational Leaders' Certificate of Completion. Please use the attached two-page Learning Plan Worksheet to track the classes you intend to complete during the Lead Ohio: Inspirational Leaders' pilot program.

As part of the pilot program and to ensure completion, you are required to include a minimum of 20 learning hours on your Learning Plan Worksheet. Note: During the pilot program, learners will be asked to test additional learning activities (above the 20 hour requirement) to ensure all options and components of the program have been fully tested by the participating learners.

#### **Action Items:**

1. Select the learning modules for your "Learning Plan Worksheet" and send it to [das.hrd.training.staff@das.ohio.gov](mailto:das.hrd.training.staff@das.ohio.gov)
2. Register and complete the "Lead Ohio Foundations of Supervision Overview" in ELM.  
**Completion of this step enables you to register for additional learning modules.**
3. Register for the other identified learning activities on your Learning Plan Worksheet in ELM.
4. Complete your Learning Plan Worksheet by **July 2016**.

If you have any questions, please contact Terri Vetter at [das.hrd.training.staff@das.ohio.gov](mailto:das.hrd.training.staff@das.ohio.gov). Also, for your reference, FAQs are available via the following hyperlink: [Inspirational Leaders: FAQs](#).



## Learning Plan Worksheet

Pilot Program Learner Name: \_\_\_\_\_

Learning Activities by Focus Area:	Format	Catalog Number	Available Learning Hours	Required Learning Hours
<b>Lead Ohio Inspirational Leaders Pre-Requisites:</b>				
<b>Lead Ohio Foundations of Supervision Overview</b>				
<b>Note:</b> This session must be completed in ELM prior to registering for any other learning activities listed on this worksheet.	Online	DAS-LO-199	Required	Required
Lead Ohio Pre-Assessment Part 1 – to be completed by both the learner and their direct manager.	Online	None	Required	Required
Lead Ohio Pre-Assessment Part 2 – this tool captures your current knowledge, skills and abilities (KSAs). Your direct manager will be asked to assess your skill level at the completion of the program to measure the impact of the learning.	Email	None	Required	Required
<b>Team Building:</b>				
Building Better Teams – May 6, or May 11	ILT	DAS-LO-300	4	
Team Building: Proven Strategies for Improving Team Performance, Fifth Edition	Online	DAS-LO-301	1	
Building a Great Team: Start with Cohesion and Trust	Online	DAS-LO-302	1	
The Big Book of Team Coaching Games: Quick, Effective Activities to Energize, Motivate, and Guide Your Team to Success	Online	DAS-LO-303	1	
50 Digital Team-Building Games: Fast, Fun Meeting Openers, Group Activities and Adventures Using Social Media, Smart Phones, GPS, Tablets, and More	Online	DAS-LO-304	1	
<b>Strategic Action:</b>				
Enabling Strategic Action – May 20, or May 25	ILT	DAS-LO-400	4	
Being Accountable Self-Assessment	Online	DAS-LO-401	1	
Visual Strategy: A Workbook for Strategy Mapping in Public and Nonprofit Organizations	Online	DAS-LO-402	1	
Leadership Essentials-Leading Business Execution	Online	DAS-LO-403	1	
<b>Change:</b>				
Leading in New Directions – June 3, or June 22	ILT	DAS-LO-500	4	
Leading Change at All Levels	Online	DAS-LO-501	1	
Communicating During Times of Change	Online	DAS-LO-502	1	
How to Avoid the Pitfalls of Change	Online	DAS-LO-503	1	
Resistance to Change in Organizations	Online	DAS-LO-504	1	



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Learning Activities by Focus Area:	Format	Catalog Number	Available Learning Hours	Required Learning Hours
<b>Conflict:</b>				
Overcoming Conflict through Conversation – June 10, or June 15	ILT	DAS-LO-600	4	
Difficult Situations Self-Assessment	Online	DAS-LO-601	1	
Using Communication to Resolve Team Conflicts	Online	DAS-LO-602	1	
Steps to Resolve Group Conflict	Online	DAS-LO-603	1	
<b>Mentoring:</b>				
Roadmap to Modern Mentoring – July 13	ILT	DAS-LO-700	4	
Mentoring Town Hall	ILT	DAS-LO-701	4	
Mentoring Skills Assessment	Online	DAS-LO-702	1	
Essential Mentoring Techniques: Mentoring Fundamentals	Online	DAS-LO-703	1	
Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships	Online	DAS-LO-704	1	
Essential Mentoring Techniques: Designing and Initiating Mentoring Programs	Online	DAS-LO-705	1	
<b>Optional Learning:</b>				
Lead Ohio: Inspirational Leaders Book Club	Online	DAS-LO-901	1	
Lead Ohio: Inspirational Leaders Book Club “Lunch-N-Learn” where you will meet with your peers in person to discuss the latest book club item – May 18, or June 1	Facilitated Session	DAS-LO-902	1	
<b>Final Step:</b>				
Lead Ohio Inspirational Leaders Program Completion	Online	DAS-LO-999	<b>Required</b>	<b>Required</b>
<b>Lead Ohio Post-Assessments:</b>				
Post-Assessment – to be completed by <b>both you and your direct manager</b> . You will receive a separate email with the assessment link after completing the program.	Email	None	<b>Required</b>	<b>Required</b>
45-Day Post-Manager Assessment – this assessment is designed to assess the learning impact of the program. It will be sent approximately 45 days after the “Post-Assessment” and is designed to be completed by <b>your direct manager</b> .	Email	None	<b>Required</b>	<b>Required</b>
<b>Total Learning Hours:</b>				