

# Roadmaps of the LEADERSHIP ACADEMY

Being an effective leader is critical to the success of your organization. Receiving the appropriate training is even more critical. This Academy approach to leadership training ensures the right skill development at the right level of your management career: New supervisor, a supervisor with experience or a supervisor of supervisors.



**Exit 1**  
**Making the Transition  
to New Supervisor**

**Exit 2**  
**Basic  
Supervisory Skills**

**Exit 3**  
**Effective  
Management**

Welcome to  
**EFFECTIVE  
LEADERSHIP**

All courses are included in a one year subscription to the MindLeaders eLearning Catalog. [Click here](#) to view the courses.

For additional information on the Learning Management System (LMS), [Click here](#).

# Leadership Academy

## "Making the Transition to New Supervisor Roadmap"

As a new supervisor, making the "critical shift" from worker to supervisor is essential to your success as a new leader in your organization. Not only newly appointed supervisors but also high performing staff who are on track for promotion to the supervisory ranks need to understand the fundamentals of management.

Follow this path to increase your skill in effectively making the transition to supervisor.

➔ ***START YOUR JOURNEY NOW!!!***



Exit 1A  
Ready, Set, Manage

Exit 1B  
Working Wounded  
Becoming a New Manager

Exit 1C  
Fundamentals of  
Management

IT Training

Welcome  
New  
Supervisor

# Leadership Academy

## "Making the Transition to New Supervisor's Roadmap"

**START YOUR JOURNEY NOW!!!**

Level 1: New Supervisor (Total Time: 3 hours,38 minutes plus IT Requirement)

Complete the following courses:

- A. *Ready, Set, Manage (Management Skills Introduction – Course 1) – 35 minutes*
- B. *Working Wounded: Becoming a New Manager (Management (videos) – Course 19) – 3 minutes*
- C. *Functions of Frontline Management (Fundamentals of Business Management – Course 2) – 3 hours*

IT Requirement - New Supervisor

**\*PLEASE CONTINUE TO THE COMPUTER COURSES THAT COORESPOND TO THE VERSION OF WINDOWS IN USE AT YOUR AGENCY.**

- ➔ **Windows 2003**
- ➔ **Windows 2007**
- ➔ **Windows 2010**

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# Leadership Academy

## "Making the Transition to New Supervisor's Roadmap"

IT Requirement - New Supervisor (Windows 2003 - 10 hours)

Complete the following courses:

1. Formatting Tabs, Pages and Documents (Word 2003 – Course 5) – 3 hours
2. Managing Messages (Outlook 2003 - Course 2) - 3 hours
3. Creating a Spreadsheet (Excel 2003 - Course 2) - 4 hours

### Think you are already proficient in MS Office?

Select the  
"Skill Assessment" at  
the beginning of each  
course to demonstrate  
your knowledge.

Skill Assessments  
are designed to focus  
learning on only the  
skills you need to  
develop.



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# Leadership Academy

## "Making the Transition to New Supervisor's Roadmap"

IT Requirement - New Supervisor (Windows 2007 - 7 hours)

Complete the following courses:

1. Formatting Text (Word 2007 - Course 3) - 2 hours
2. Organizing E-Mail (Outlook 2007 - Course 7) - 2 hours
3. Creating a Worksheet (Excel 2007 - Course 2) - 3 hours

**Think you are already  
proficient in MS Office?**

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# Leadership Academy

## "Making the Transition to New Supervisor's Roadmap"

IT Requirement - New Supervisor (Windows 2010 - 9 hours)

Complete the following courses:

1. Formatting Text (Word 2010 MOS—Course 2) - 2 hours
2. Organizing E-Mail (Outlook 2007 - Course 7) - 2 hours
3. Using Outlook 2010 ( Outlook 2010 - Course 1) - 2 hours
4. Performing Basic Workbook Tasks (Excel 2010 MOS - Course 2) - 3 hours

### Think you are already proficient in MS Office?

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# Leadership Academy

## "Basic Supervisory Roadmap"

Whether you're relatively new to supervision or have been a supervisor for a significant period of time and never received formal training, developing core supervisory skills is critical to becoming an effective supervisor.

Follow this path to develop the foundational skills required for supervisors to be successful.

➔ ***START YOUR JOURNEY NOW!!!***



Exit 2A  
Planning & Organization

Exit 2B  
Interpersonal Communication

Exit 2C  
Performance Management

Exit 2D  
Collaboration & Teamwork

Exit 2E  
Conflict Management

IT Training

Welcome

Well Equipped  
Supervisor

For additional information on the Learning Management System (LMS), [Click here](#).

# Leadership Academy

## "Basic Supervisory Roadmap"

**START YOUR JOURNEY NOW!!!**

Level 2: Basic Supervisory (Total Time: 17 hours, 16 minutes plus IT Requirement)

Complete the following courses:

**A. Planning and Organizing (2 hours, 34 minutes) [back to map](#)**

1. Planning (Management Skills Introduction – Course 3) – 1 hour, 21 minutes
2. Delegation Strategies (Management (videos) – Course 3) – 13 minutes
3. Establishing Goals (Time Management for Maximum Productivity – Course 3) – 1 hour

**B. Interpersonal Communication (4 hours, 57 minutes) [back to map](#)**

1. Elements of Powerful Communication (Communicating with Power – Course 1) – 1 hour
2. Communication (Management Skills Introduction – Course 4) – 1 hour
3. Working Wounded: Effective Business Presentations (Communication (videos) - Course 11) – 3 minutes
4. Active Listening (Communicating with Power – Course 4) – 2 hours
5. Effective Business Writing (Communication (videos) – Course 2) – 21 minutes
6. The People Styles Model (Communication (videos) – Course 5) – 20 minutes
7. People Styles at Work (Communication (videos) – Course 6) – 14 minutes

**C. Performance Management (3 hours, 6 minutes) [back to map](#)**

1. Rewarding and Correcting (Motivation – Course 3) – 2 hours
2. Managing Performance (Management (videos) – Course 10) – 17 minutes
3. Handling Performance Problems (Management (videos) – Course 5) – 19 minutes
4. Dealing With Challenging People and Times (Management Skills Introduction – Course 6) – 53 minutes
5. Performance Coaching: Collaborating (Coaching (videos) – Course 2) - 17 minutes
6. Performance Coaching: Mentoring (Coaching (videos) – Course 3) – 20 minutes

**D. Collaboration and Teamwork (4 hours, 21 minutes) [back to map](#)**

1. Building Effective Teams (Teams That Work – Course 1) – 2 hours
2. Developing Successful Teams (Leading Teams (videos) – Course 2) – 19 minutes
3. Working Wounded: Leading a Successful Meeting (Communication (videos) – Course 13) – 3 minutes
4. Leading Effective Teams (Teams That Work – Course 2) – 2 hours

**E. Conflict Management – (2 hours, 18 minutes) [back to map](#)**

1. Resolving Conflict (Communicating with Power – Course 5) – 2 hours
2. Resolving Conflict (Communication (videos) – Course 7) – 15 minutes
3. Working Wounded: Working Through Conflict (Communication (videos) – Course 15) – 3 minutes

IT Requirement - Basic Supervisory Skills

\*PLEASE CONTINUE TO THE COMPUTER COURSES THAT COORESPOND TO THE VERSION OF WINDOWS IN USE AT YOUR AGENCY.

➔ **Windows 2003**

➔ **Windows 2007**

➔ **Windows 2010**

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# Leadership Academy

## "Basic Supervisory Roadmap"

IT Requirement - Basic Supervisory Skills (Windows 2003 - 10 hours)

Complete the following courses:

1. Borders, Tables and Columns (Word 2003 – Course 7) – 3 hours
2. Managing Worksheets (Excel 2003 - Course 5) - 4 hours
3. Completing the Presentation (PowerPoint 2003 - Course 2) - 3 hours

### Think you are already proficient in MS Office?

Select the "Skill Assessment" at the beginning of each course to demonstrate your knowledge.

Skill Assessments are designed to focus learning on only the skills you need to develop.



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# Leadership Academy

## "Basic Supervisory Roadmap"

IT Requirement - Basic Supervisory Skills (Windows 2007 - 6 hours)

Complete the following courses:

1. Building Tables (Word 2007 - Course 5) - 2 hours
2. Managing Worksheets (Excel 2007 - Course 5) - 2 hours
3. Developing a Presentation (PowerPoint 2007 - Course 2) - 2 hours

### Think you are already proficient in MS Office?

Select the "Skill Assessment" at the beginning of each course to demonstrate your knowledge.

Skill Assessments are designed to focus learning on only the skills you need to develop.



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# Leadership Academy

## "Basic Supervisory Roadmap"

IT Requirement - Basic Supervisory Skills (Windows 2010 - 11 hours)

Complete the following courses:

1. Creating Tables ( Word 2010 MOS - Course 4) 2 hours
2. Formatting Worksheets (Excel 2010 MOS - Course 5) - 3 hours
3. Developing a Presentation (PowerPoint 2007 - Course 2) - 2 hours
4. Using PowerPoint 2010 (PowerPoint 2010 - Course 1) - 4 hours

**Think you are already proficient in MS Office?**

Select the "Skill Assessment" at the beginning of each course to demonstrate your knowledge.

Skill Assessments are designed to focus learning on only the skills you need to develop.



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# Leadership Academy

## "Effective Management Roadmap"

Now that you have mastered the skills required of a front line supervisor, being an effective manager or "supervisor of supervisors" requires additional competencies. The success of your team or the teams that you manage is critical to the success of your organization.

Follow this path to acquire higher level management skills.

➔ ***START YOUR JOURNEY NOW!!!***



Exit 3A  
Problem Solving &  
Decision Making

Exit 3B  
Managing  
Change

Exit 3C  
Project  
Management

Exit 3D  
Diversity  
Management

Exit 3E  
IT Training

Welcome  
Effective  
Leadership

# Leadership Academy

## "Effective Management Roadmap"

**START YOUR JOURNEY NOW!!!**

Level 3: Effective Management (Total Time: 22 hours, 57 minutes plus IT Requirement)

Complete the following courses:

### **A. Problem Solving and Decision Making – (4 hours) [back to map](#)**

1. The Productive Thinking Model (Problem Solving Through Productive Thinking – Course 3) – 3 hours
2. Productive Thinking in Practice (Problem Solving Through Productive Thinking – Course 4) – 1 hour

### **B. Managing Change – (5 hours) [back to map](#)**

1. Refocusing Yourself (Managing Change – Course 1) – 1 hour
2. Leading the Team (Managing Change – Course 2) – 2 hours
3. Working With Individuals (Managing Change - Course 3) – 2 hours

### **C. Project Management – (12 hours) [back to map](#)**

1. Project Management Overview (Project Management – Course 1) – 2 hours
2. Understanding the Project Manager's Role (Project Management – Course 2) – 2 hours
3. Building and Leading a Team (Project Management From a People Perspective – Course 2) – 2 hours
4. Managing Project Stakeholders (Project Management From a People Perspective – Course 3) 2 hours
5. Key Documentation (Project Management From a People Perspective – Course 5) – 2 hours
6. Getting Started With Project 2007 (Project 2007 – Course 1) – 2 hours

### **D. Diversity Management – (1 hour, 57 minutes) [back to map](#)**

1. Diversity Effectiveness – An Overview (Workplace Environment (videos) – Course 2) – 15 minutes
2. Moving Toward Diversity Effectiveness (Workplace Environment (videos) – Course 6) – 19 minutes
3. The Diversity Manager (Management (videos) – Course 18) – 21 minutes
4. Working Wounded: Overcoming Your Own Bias (Workplace Environment (videos) – Course 12) – 2 minutes
5. Complying With ADA Requirements As Of 2009 (Managing Within the Law (videos) – Course 2) – 1 hour

IT Requirement - Effective Management

**\*PLEASE CONTINUE TO THE COMPUTER COURSES THAT COORESPOND TO THE VERSION OF WINDOWS IN USE AT YOUR AGENCY.**

➔ **Windows 2003**

➔ **Windows 2007**

➔ **Windows 2010**

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# Leadership Academy

## "Effective Management Roadmap"

IT Requirement - Effective Management (Windows 2003 - 17 hours)

Complete the following courses:

1. Designing and Building Tables (Access 2003 – Course 2) – 3 hours
2. Charts and Databases (Excel 2003 - Course 6) - 4 hours
3. Drawings, Charts Sound and Video (PowerPoint 2003 - Course 5) - 6 hours
4. Animation, Web Pages and Collaboration (PowerPoint 2003 - Course 6) - 4 hours

**Think you are already  
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# Leadership Academy

## "Effective Management Roadmap"

IT Requirement - Effective Management (Windows 2007 - 9 hours)

Complete the following courses:

1. Creating Tables (Access 2007 - Course 2) - 2 hours
2. Using Charts and Objects (Excel 2007 - Course 6) - 2 hours
3. Charts and Tables (PowerPoint 2007 - Course 8) - 3 hours
4. SmartArt Graphics (PowerPoint 2007 - Course 7) - 2 hours

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# Leadership Academy

## "Effective Management Roadmap"

IT Requirement - Effective Management (Windows 2010 - 17 hours)

Complete the following courses:

1. Creating Tables (Access 2007 - Course 2) - 2 hours
2. Using Access 2010 (Access 2010 - Course 1) - 3 hours
3. Working with Graphics (Excel 2010 MOS - Course 7) - 3 hours
4. Charts and Tables (PowerPoint 2007 - Course 8) - 3 hours
5. What's New in PowerPoint 2010 (PowerPoint 2003—2010 Upgrade - Course 4) - 4 hours
6. SmartArt Graphics (PowerPoint 2007 - Course 7) - 2 hours

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