



The LEADERSHIP ACADEMY –

Introducing the Supervisor Prep Course Program

*Presented at Team Meeting
on October 26, 2023*

*by
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Academy Director*



Meet the Leadership Academy Team



Lucien Jervis
*Academy
Director*



Vanessa Correa
Trainer



Greg Wilson
*Founder and
CEO*



Gregory Hayes
Trainer



Cecelia Diaz
*Spanish
Translator*

The Supervisor Prep Course [SPC] Program Starts with a 2-Hour Kickoff Meeting

Who Attends?

Client Executive Management

Program Participants [Trainees]

AND ...

The WORKFORCE Training Team

Kickoff Meeting Key Events

- Welcome and Introductions
- Brief Overview of the Academy and the Prep Program
- Review of the Academy Objectives
- Open Discussion:
 - Participants' Challenges & Objectives – Learn what issues the participants face in meeting their objectives



Kickoff Meeting Key Events *continued*

- Review of Program Content for all Three Modules, including Pre-work and Homework
- Review of Program Rules
- Explanation of What Participants Can Expect from the Program
- Presentation of First Steps for Training Participants



BEFORE Moving on to the Topics in Module One

- **Let's take a moment to talk about the Challenges participants bring up at the Kickoff Meeting.**



Challenges brought up by Participants at Kickoff

- This is where “customization” of the SPC Program is possible, within limits.
- Concerns/issues raised at the Kickoff, IF related to a SPC Program topic, can be addressed in more detail during the Program. However ...
- You need to be aware of the following:
 - The per participant fee paid for the Program is a fixed cost. Changes are NOT covered in that fee.
 - Any changes made to the existing SPC program are billed at our regular, hourly rate.
 - Client requests for extensive changes could get costly! Advance, Written Permission Required.

Challenges brought up by Participants at Kickoff

continued

Additionally, please be aware of the following:

- **Sometimes the desired client changes are SO significant, or large in scope, that a separate standalone training on the desired topic is warranted. WHY?**
 - **The SPC Program is an OVERVIEW of all the subject matter covered, not a deep dive.**
 - **The time allocated for each training Module is finite [4 hours per Module – 12 hours total].**
 - **There's isn't much available time during each of the trainings to go into great detail on any one topic.**
 - **Especially, if the topic is related to *compliance*.**

Marketing the SPC Program to Clients

We'll talk about marketing the SPC Program to your Clients later on in this presentation.

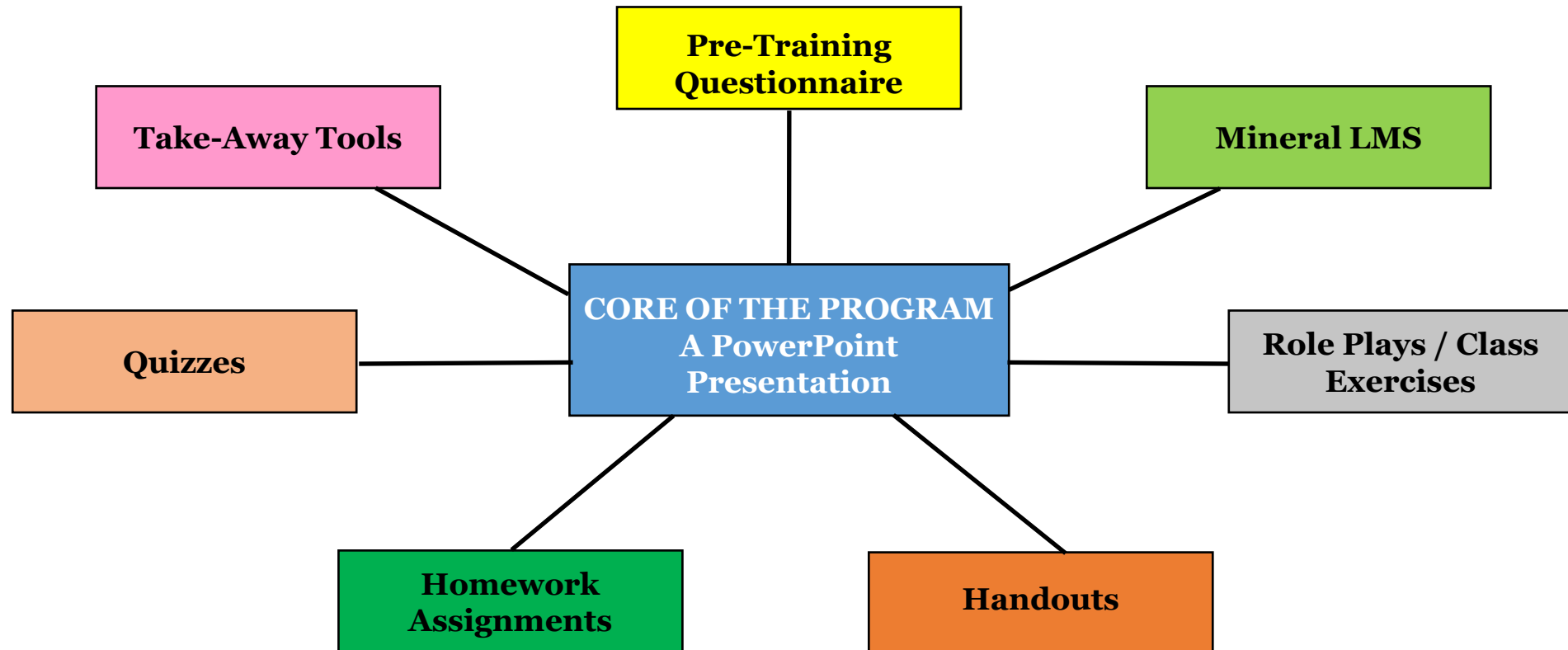
For now ... Let's move on to the Program!



Supervisor Prep Course Elements



Structure for the 3-Part Prep Course Program



Topics Covered in the 3-Part Prep Course Program

- A Manager's Core Skills
- Outline of KPI's
- Improving Communication
- Improving Collaboration Skills
- Discipline
- Accountability
- Investigations
- Preventing Legal Traps



Pre-Work Requirements before Module One

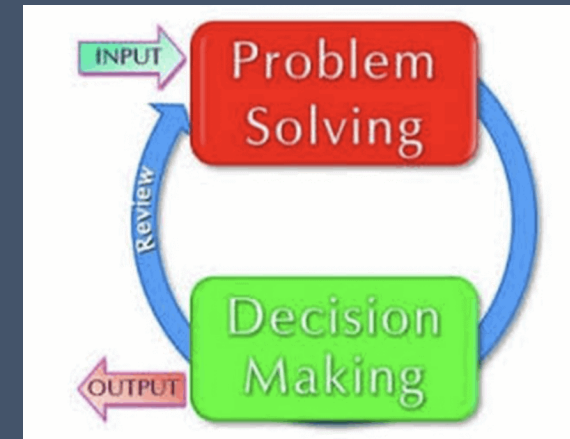
1. Watch and Complete the Mineral LMS training on: *A Manager's Core Skills*



MODULE ONE



Topics Covered in Module One of the Program



Topics Covered in Module One of the Program

- **Concept 1 - Goals, Objectives, and KPIs**
- **Concept 2 - Planning and Delegating**
- **Concept 3 - Problem-Solving and Decision-Making**
- **Concept 4 - Leadership Standards**
- **Concept 5 - Managing Meetings**
- **Challenges brought up by Participants at Kickoff Meeting**
- **Summary, Conclusion and Homework**

Homework Requirements before Module Two

1. Watch and Complete the Mineral LMS training on: *Communication and the Science of Great Team Building*



2. Participants complete a questionnaire on how they utilized learnings from Module One.

MODULE TWO



Topics Covered in Module Two of the Program

- **Review and Discussion of Homework Assignment from Module One, plus Key Takeaways**

- **Concept 1 – Communication & Team Building**

- **Concept 2 – Introduction to Workplace Communication**

- **Concept 3 – Social Styles & Strategies for Communication**

- **Summary, Conclusion and Homework**

Homework Requirements before Module Three

1. Watch and Complete the Mineral LMS training on: *Employee Discipline [Manager / Supervisor]*



2. Participants complete a questionnaire on how they utilized learnings from Module Two.

MODULE THREE



Topics Covered in Module Three of the Program

- **Review and Discussion of Homework Assignment from Module Two, plus Key Takeaways**
- **Review of Social Styles**
- **Concept 1 – Employee Discipline [Manager / Supervisor]**
- **Concept 2 – Discipline and Accountability**
- **Concept 3 – Investigations and Legal**
- **Summary of Modules One, Two and Three**

Wrap-up of SPC Program & Graduation

Completion Awards and Graduation Certificates are issued to all of the trainees.



The Future of The Leadership Academy



Future Leadership Academy Programs

Topics under Consideration for future programs:

- **Level Two Possible Course Topics**
 - **Attendance Management**
 - **Time Management**
 - **Multi-Generational Communication**
 - **Wage & Hour Compliance**
 - **Interviewing for Supervisors**
 - **Employment Law – Be a Manager, Go to Jail!**



Future Leadership Academy Programs *continued*

Topics under Consideration for future programs:

- **Level Three Possible Course Topics**
 - **Budgeting 101**
 - **Strategic Planning**
 - **Critical Thinking**
 - **Active Listening**
 - **Emotional Intelligence - EQ**
 - **The Arts of Criticism – Positive & Negative**



Marketing the SPC Program to Clients

- **During the 4th quarter of 2023, Vanessa and August will be developing a campaign to promote the SPC Program.**
 - **This information will be shared with you so you can promote the Program with your clients.**
- **Keep in mind what we spoke about earlier regarding client requests for significant changes or adding deep dive topics to the SPC Program.**
 - **It's best to route Client inquiries about Program changes to the Academy Team. Thank you!**

Food for Thought!



“What if, and I know this sounds kooky, we communicated with the employees.”

WRAP – UP



WE WANT YOU!

- If you're interested in joining the training team,
- Let's talk !



To the **FUTURE** of the Leadership Academy – Salúte!

