

Supervisor Academy

Overview

The Supervisor Academy provides research-based information, best practices, and skill exercises. To be effective, classroom learning must be translated into action in the workplace.

To help you put your learning into action, the final project of the Supervisor Academy provides you with an opportunity to explain how you used your classroom learning on the job and what leadership lessons you have learned.

Purpose

The purpose of the final project is to demonstrate your use of the Supervisor Academy 12 competencies and the 5 practices of exemplary leadership in the workplace.

You communicate your use by completing the Supervisor Academy Final Project template, which you will then discuss in your Practicum.

Parts of the final project

Part I: Leadership Competencies

- 12 Competencies (which are listed in the template)
 - Building trust
 - Coaching employees
 - Communicating through writing
 - Counseling and disciplining
 - Empowering and delegating
 - Leading by example
 - Listening and communicating
 - Managing employee performance
 - Managing time
 - Providing quality customer service
 - Recognizing and motivating others
 - Treating others respectfully
- Key concept (What crucial idea or theory did you learn from the module?)
- Application (How did you specifically use the competency key concept in the workplace?)
- What was the outcome (of your use of the competency key concept)? What difference, if any, did it make in the workplace?
- What leadership lesson(s) did you learn?

Part II: The five practices of exemplary leadership

- 5 Leadership practices (which are listed in the template)
 - Model the way
 - Inspire a shared vision
 - Challenge the process
 - Enable others to act
 - Encourage the heart
- (A) Best practice description (What activity or procedure associated with the leadership practice will produce outstanding results?)
- (B) Rationale (Why did you select this best practice?)
- (C) Connection (How does this best practice reflect the associated leadership practice?)

Step by step instructions

Competencies The Supervisor Academy addresses 12 competencies. Each module, after the Elements of Supervision and before the Practicum, addresses a specific competency such as building trust, recognizing and motivating others, and listening and communicating verbally.

A competency refers to an individual's demonstrated application of knowledge, skills, abilities (KSAs) or expertise performed to a specific standard.

The 12 competencies that form the framework of the Supervisor Academy are listed in the template.

Key concept A key concept is a vital or crucial idea or theory.

Explain, in writing, a key concept associated with each competency. The key concept should be taken from the course content.

Application Explain, in writing, how you used the key concept in your workplace.

Outcome Impact Describe, in writing, the outcome of using the key concept in your workplace.

Leadership lesson(s) Describe, in writing, the leadership lesson(s) you have learned related to this competency based on your use of the competency in the workplace.

Note The template in Part II of this packet provides an example, using building trust. To complete the competencies section of your final project, you can type over the building trust example OR copy the entire table (template) in a new document, delete the building trust example and enter your own building trust information.

Part II:
Leadership
practices

A leadership practice reflects a pattern of action or behavior by ordinary people at their “leadership best”. Consistent use of these five practices results in ordinary people achieving extraordinary outcomes.

The 5 practices of exemplary leaders that form the framework of the Supervisor Academy are listed in the template.

**Best
practices**

Four descriptions/definitions of “best practice” are:

- ▶ An activity or procedure that produces outstanding results
- ▶ A technique or methodology that, through experience and research, has proven to reliably lead to a desired result
- ▶ The best possible way of doing something
- ▶ The winning strategies, approaches and processes that produce superior performance in an organization

Describe, in writing, a best practice associated with each of the five leadership practices.

Explain your reason for selecting this best practice.

Explain how the best practice reflects the leadership practice.

Note

The template in Part II of this packet provides an example, using inspire a shared vision. To complete the leadership practices section of your final project, you can either type over the inspire a shared vision trust example OR copy the entire table (template) in a new document, delete the inspire a shared vision example and enter your own inspire a shared vision information.

Recommended timeline and helpful hints

1. Complete LDR 1000, Elements of Supervision.
2. As you complete each of the following Supervisor Academy modules, identify a key concept.
3. On an ongoing basis, use the competencies in the workplace and complete the associated sections in the final project template.
4. On an ongoing basis, discuss the leadership practices you're your colleagues to develop ideas for a best practice. Then identify and write about a best practice for each of the five practices of exemplary leadership.
5. When you have completed your final project, submit it for evaluation. Your final project should be submitted 15 workdays before your scheduled Practicum.

Submission of final project

Your final project should be submitted 15 calendar days in advance of participating in a Practicum (LDR 1009) via email only to azlearningcenter@azdoa.gov .

Evaluation of your final project

A staff member will evaluate your final project.

Points will be awarded according to the rubric.

Your final project with feedback and point score will be returned to you before the Practicum.

Practicum

Guided discussion of final project

You should come to the Practicum prepared to discuss the following in depth. You may want to make notes regarding these points prior to participation in the Practicum.

- Competencies** Of the 12 competencies,
- Which one do you consider the most important to your effectiveness?
 - What is your greatest strength?
 - Why do you think it is your greatest strength?
 - How do you use it to your advantage?
 - What is your greatest improvement need?
 - Why does it pose such a challenge to you?
 - What could you do to improve in the competency?

What is the most important leadership lesson that you learned?

Leadership practices

What is the best practice you would like to share with the group?

Which leadership practice do you use the most?

Why is this the practice of choice?

Which leadership practice do you use the least?

Why is this the least-used leadership practice?

General

How has the Supervisor Academy helped you to become a better leader?

What feedback have you received regarding your leadership since attending the Supervisor Academy?