Overview

Leadership Education and Development (LEAD) is a foundational course comprised of seven modules that focus on skills needed for management and leadership state-wide. The modules range from Understanding employees and moving from an individual contributor to a manager to understanding communication and types of leave. The program must be completed within 30 days of enrollment. This program is designed to give those new to management a basic understanding of the expectations that come with their new role.

Getting Started

LEAD is a collection of courses developed in-house by INSPD Learning and Development, accompanied by courses from LinkedIn Learning. To utilize the program content from LinkedIn Learning, you must ensure you have logged into your active LinkedIn Learning account.
If a course is through LinkedIn Learning (marked with an arrow and text to select the link), you will need to select the blue text link that is the title of the course. This link will open a new browser tab with your lesson to complete. Once completed, you can exit the browser tab by selecting the "X" on the tab in the upper ribbon. Once you are back on the SuccessFactors program page, mark the lesson complete and move on.

To help users log in to LinkedIn Learning for the first time, please see this attachment: LIL Login Guide. If you have trouble logging into LinkedIn Learning, please submit an IOT Help Desk ticket and ask for it to be reassigned to the SPD – LD Queue.

Program Content

Before you begin...
This is the opening text that outlines possible roadblocks before attempting the course. You will need to manually mark this text as complete after reading.

LinkedIn Learning Login Guide
This is a link to the LinkedIn Login Guide to assist with logging in before attempting the program.

Getting to Know Your Employees – 5 Minutes
This course will guide managers to get to know their employees more empathetically. This course is approximately 5 minutes long.

Inclusive Leadership: The Impact of Inclusiveness LinkedIn Learning Course – 15 Minutes
Join global workforce management expert Dr. Shirley Davis as she shares how to create and lead an organization that leverages the diverse talents of all contributors. Dr. Davis reveals the benefits of inclusive leadership, including its positive impacts on employee engagement, innovation, and creativity. She then outlines a best practice framework for developing inclusive leaders in an organization and shares tips for avoiding common leadership pitfalls. Upon wrapping up this course, you'll be equipped with practical strategies you can use to cultivate a more inclusive workforce.

Inclusive Leadership Knowledge Check
A quick knowledge check on the previous LinkedIn Learning lesson.

Moving From Individual Contributor to Manager LinkedIn Learning Course – 10 Minutes
Before starting a new management role, preparing for a shift in mindset, priorities, and expectations is essential. Join instructor Dr. Carolyn Goerner, as she explores specific strategies for new managers to expand personal focus beyond individual performance and look to the broader success of the team. Carolyn discusses methods for successfully managing former peers, initiating difficult conversations, delegating work, discussing money, discussing performance, and more.

Moving From Individual Contributor to Manager Knowledge Check
A quick knowledge check on the previous LinkedIn Learning lesson.

Leave Time – 8 Minutes

This course is designed to inform managers about the different leave times the state offers.

Conflict Resolution: The Resolution Roadmap LinkedIn Learning Course – 18 Minutes

Improve your relationships with coworkers, clients, and managers, and find your way through conflict back to cooperation. In this course, negotiation and leadership coach Lisa Gates shares the secrets of effective conflict resolution and reveals simple, repeatable techniques that apply in most business situations. She presents "The Resolution Roadmap," a practical framework for exploring and navigating conflict resolution, including identifying the issue and distinguishing fact from fiction.

Conflict Resolution: The Resolution Roadmap Knowledge Check
A quick knowledge check on the previous LinkedIn Learning lesson.

Communication and Emotional Intelligence LinkedIn Learning Course – 12 Minutes

Emotional intelligence can help you build effective relationships at work. Executive coach and organizational psychologist Gemma Roberts explains what emotional intelligence (EQ) is and why it's essential. She helps you become more self-aware to identify triggers that may hijack your performance. Gemma also enables you to align your intentions and your impact so that you can build strong and collaborative relationships.

Communication and Emotional Intelligence Knowledge Check
A quick knowledge check on the previous LinkedIn Learning lesson.

Managing Stress LinkedIn Learning Course – 10 Minutes

A little stress can be motivational; a lot of stress can damage your health and your relationships. The good news is that you can reduce stress with the proper management techniques. Dr. Todd Dewett shares his tips for managing stress in this short course. Learn how to identify and assess your stress triggers, manage your responses more effectively, and make positive personal choices.

Competencies

|		
Working with Diverse Populations	Meeting Basic Work Expectations	Establishing Relationships
Resolving Conflict	Serving Customers	Sharing Information
Supporting Coworkers	Showing Care and Understanding	Interacting with People at Different Levels
Managing Stress	Developing Talent	Attentive Listening
	Communicating Effectively	

Marking Completion

With a portion of the courses in this program, you can mark your completion. To do this, you will select the "Mark Complete" button next to the course title. This button must be selected AFTER you have completed the lesson. Marking a lesson complete and not taking the course may result in reporting issues after the entire program is complete.
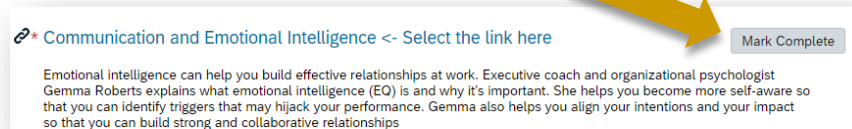
All other courses will show a "Start Course" or "Continue Course" and directly lead you into the training.

If you have previously completed any course and have trouble showing it as completed for LEAD, contact SPDTraining@spd.in.gov.
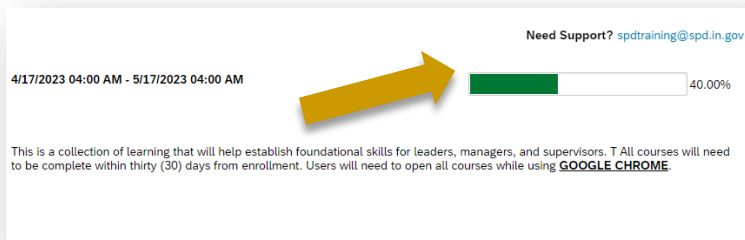
To ensure you complete the course, look for the progress bar at the top right of the Program Details page in SuccessFactors.

After Course Completion

After completing a course in this program, you may be prompted with a screen like the one to the right. Here, you can print your certificate for the individual course and/or go back to the main learning page and continue to view the program for the next course.