

Experienced Supervisor Leadership Seminars (ESLS) Application Form & Check List

Nominee: _____

To be considered for the Experienced Supervisor Leadership Seminars (ESLS) complete this application packet. The packet must be returned to the Human Resources & Payroll department by September 26, 2014. All who have applied will be notified by September 30, 2014*.

Supervisors who have been chosen to attend the ESLS will be able to schedule classes starting in October 2014.

CHECKLIST

Please include in the application packet:

- A list of the employees you supervise and their classification (student wage, wage, classified etc.)
- A positive reference letter from an individual you have supervised
- A brief essay (not to exceed one (1) page in length)
 - Discuss why this program would be of value to your professional development, to your department and Mason.
 - List or discuss your experience in the New SUPERvisor Series or your job as a supervisor at Mason (if you did not complete the series)
 - List the new skills would you like to enhance or gain with this program
- The nomination form completed and signed by your supervisor

Acceptance into the Experienced Supervisor Leadership Seminars is based on the application packet, nomination form and approval by the Human Resources & Payroll committee (who will review the forms).

* Committee reserves the right to interview the nominee.

Experienced Supervisor Leadership Seminars (ESLS) Nomination Form

I nominate _____
for the 2014-2015 Experienced Supervisor Leadership Seminars (ESLS).

I agree to support him/her by:

- Encouraging and providing time to attend the classes
- Participating in before/after evaluations

The nominee has met the minimum criteria of:

- Extraordinary Achiever or High Achiever (classified) or Generally Superior or Fully meets standards (Administrative/Professional Faculty) rating on most recent Performance Evaluations (the two highest categories).
- Completed the New SUPERvisor Series or has a minimum of 5 years experience as a supervisor at Mason
- Supervises more than 2 employees

The nominee is further qualified to participate in the Experienced Supervisor Leadership Seminars because...

Supervisor/Manager Signature

Print name

Date

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Experienced Supervisor Leadership Seminars

1. Program goals and objectives

The **goal** of the Experienced Supervisor Leadership Seminars (ESLS) is to provide personal and professional development to individuals who have completed the New SUPERvisor Series or have supervisory positions. The program takes a year to complete

Participation: This program is offered to individuals who have completed the new SUPERvisor Series and/or who have more than five years of *Mason* supervisory experience. The participants in this program must be nominated by their supervisor, and then accepted into the program. The cohort starts in September of 2014. The manager of the participant must agree to the participant by having monthly meetings (or allowing monthly meetings with the nominee's mentor) to discuss the seminars and the business impact.

Each individual participating in the ESLS must complete a contract where they will participate in 2.5 days of Covey's 7 Habits of Highly Effective People (18 hours), 1 day Crucial Conversations workshop (7 hours), three Case-study classes (9 hours), 1.5 days of self-assessments (6 hours), and the Project Retreat (6 hours). These classes will total 46 hours. The participant must also meet with a mentor or their supervisor. A goal sheet is to be completed with the mentor or supervisor to compare business needs and ideas about the classes. Using this goal sheet, the participant will complete a mentor journal. These activities will total 5 hours.

Total Hours:

- 46 Instructor led classroom hours (Covey Workshops, Assessment workshops, Case Studies, and Project Retreat)
- 5 hours with mentor (monthly meetings, goal sheet, and mentor journal)

The **objectives** are:

At the end of the ESLS the participants will have:

- A large knowledgebase of the 7 Habits of Highly Effective People – professional and personal development.
- Built relationships with other experienced supervisors.
- Received 1:1 mentoring with supervisor or other person who is respected as an excellent supervisor.
- Interacted and networked with experienced Mason staff.
- Presented their analysis and findings on a professional development topic at the project retreat.

Continued

Covey Workshop 7 Habits of Highly Effective People

Requirement: Complete three (3) 6 hour workshops.

Description: These workshops are taught with Covey materials by a Covey certified trainer. Supervisors will learn how to become more effective personally and professionally.

Crucial Conversations

Requirement: Complete one (1) 7 hour workshop.

Description: This workshop is taught with VitalSmarts materials by a VitalSmarts certified trainer. Supervisors will develop skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of the organization.

Case-Study Exercise

Requirement: Complete three (3) 3-hour workshops offered within the year.

Description: The speaker will hand out a case study to each group. Each group will take 45 minutes to “solve” the study. The groups will then present their solution to the entire group. The speaker will listen and respond to each group then give the actual end result of the case study.

Self-Assessments

Requirement: Complete three assessments and classes to co-inside with the assessments

Description: Emotional Intelligence – online assessment and 2 hour class, Myers-Briggs Type Inventory online assessment and 3 hour class, Strengthsfinder 2.0 assessment, book and 1 hour class.

Project Retreat

Requirement: The Project Retreat for ESLS is a 6-hour class. Each participant will complete the mentor goal sheets to create a portfolio and final presentation to share with a group of peers. This subject of the project should focus on career/professional development and the next steps in the participant’s career.

Description: Each individual will present findings for 10 minutes and have a 10 minute Q&A with the group (total: 20 minutes). The retreat will be 6 hours long. The participants in the series will learn from each other and follow up with their mentors to prove the business need for taking these seminars.