

Enterprise Leadership Development

Workforce Support & Development



Leading Teams Learner Checklist:

To receive a certificate of completion for this class, you must complete all items below.

PRE-Class Work: Complete these items **BEFORE** Day 1

<input checked="" type="checkbox"/>	Items to complete
	Print your agency's mission statement and values and bring it to class.
	Complete the <i>Pre-course Knowledge and Skills Assessment</i> in the LMS . (Staff from DOH, DOC, ESD, DSHS, DEL, and DFW please use your agency's internal link/single sign-on.) Save your results for your ongoing professional development. (Note: If you have LMS difficulties, please contact DESLeadingTeams@des.wa.gov .)
	Spend a few minutes reflecting and answering these leadership questions. <ul style="list-style-type: none"> • What do I hope to learn from Leading Teams? • What are my concerns about my own leadership development? • What do I find rewarding/challenging about leading? • How can my manager support me or remove barriers? • How would I like to share what I've learned with others?
	Talk with your manager about leadership and your answers to the questions above.
	Review the enterprise-wide leadership competencies . Identify two competencies where you believe your skills are strong and two where you would like to grow your skills.
	Complete the Colors Preferred Communication Style Assessment and bring your results to class.

Attend Days 1 & 2, 8am-5pm

Items to bring with you to class on Days 1 and 2

1. Your agency's mission statement and values
2. Your responses to leadership reflection questions
3. Your notes from discussing leadership reflection questions with your manager
4. The two enterprise-wide leadership competencies you identified where your skills are strong and the two where you would like to grow your skills
5. Your Colors Preferred Communication Style Assessment results

Break Work: Complete these items **BEFORE** Day 3

☑	Items to complete
	<p>eLearning modules</p> <p>Complete all six eLearning modules in the LMS under My Courses. (Staff from DOH, DOC, ESD, DSHS, DEL and DFW please use your agency's internal link/single sign-on.) (Note: If you have LMS difficulties, please contact DESLeadingTeams@des.wa.gov.)</p> <ul style="list-style-type: none"><input type="checkbox"/> Civil Service Rules & Labor Relations (about 10 minutes)<input type="checkbox"/> Hiring Practices (about 20 minutes)<input type="checkbox"/> Pay, Leave & Time (about 15 minutes)<input type="checkbox"/> Performance Plans & Reviews (about 20 minutes)<input type="checkbox"/> Resolving Performance Issues (about 15 minutes)<input type="checkbox"/> Unlawful Employment Discrimination (about 15 minutes)
	<p>Thomas-Kilmann Conflict Mode Instrument (TKI assessment)</p> <p>Complete the TKI assessment and bring results to class.</p>
	<p>Leadership Challenge</p> <p>Work on leadership challenge as described in the Participant Guide and in class. Be prepared to present an update to the class.</p>

Attend Day 3, 8am-5pm

Items to bring with you to class on Day 3

1. Participant Guide you received on Day 1
2. TKI assessment report
3. Notes on your Leadership Challenge that will help you in discussing it with others

After Class Work

Note: Please wait to complete these items until **AFTER** Day 3 of class! (If you click on them early, you may be unable to access them at the correct time. If you have LMS difficulties, please contact DESLeadingTeams@des.wa.gov.)

Complete these items by Close of Business five business days after Day 3.

☑	Items to complete
	<p>Complete Post-Class Knowledge and Skills Assessment in the LMS.</p>
	<p>Complete course evaluation in the LMS.</p>