

Message to managers of employees attending Leading Others:

Thank you in advance for supporting your employee in Leading Others! Attached is a checklist of the requirements your employee will need to complete in order to receive a certificate of completion.

Your role is important!

As a leader, you play a key role in growing and developing other leaders. Here are a few suggestions about how to support your employee during Leading Others:

Time Period	Suggestions
Before Leading Others starts	<p>Talk with them about leadership. Consider sharing your answers to the following:</p> <ul style="list-style-type: none">• What do you find most rewarding/challenging about leading?• What do you wish someone had told you as a new leader?• What is something you're proud of as a leader?• What is a mistake you made as a leader and what did you learn? <p>Ask how you can be supportive of their leadership journey.</p>
During class	<p>Protect the learner's time to participate. To the extent possible, keep interruptions to a minimum.</p>
Time period before Day 3 of the class	<p>Provide feedback about what you are observing.</p> <p>Discuss your agency's protocol on supervisory issues (hiring practices, labor relations etc.).</p> <p>Ask how you can be supportive with their leadership challenge.</p>
After the course ends	<p>Acknowledge that they completed the course!</p> <p>Invite the new leader to share what they learned with others.</p> <p>Keep the conversations going. Continue to talk about how you and the agency can contribute to their success.</p> <p>Ask for feedback and suggestions about how the learning from the course can be sustained at the agency.</p> <p>Look for opportunities for the new leader to grow and develop.</p>

Contact information

On behalf of the Department of Enterprise Services, thank you again for supporting your employee during Leading Others. If you have any questions, we are here to help.

The Enterprise Leadership Development Team
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