

SWEAP Connections Supervisor Academy

A 3 Month Training Series



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Introduction

This workbook has been developed by SWEAP for participants in the Supervisor Academy. A 3 Month training series utilizing self paced, online coursework, live virtual training sessions, and EAP consultations to support supervisor development.

The goal of this workbook is to provide the following:



Provide supervisors with the knowledge to identify issues associated with their personal and professional development, communication, and leadership.



Set goals for development



Provide information and consultation with best practice suggestions for effectively handling employee issues

At the completion of this course, participants will be able to:



Identify areas of personal and professional development for improvement in self and employees



Identify situations which require effective communication and interpersonal skills for managing disagreement.



Understand the nuances of coaching employees for performance improvement



Understand elements of a successful team



Recognize common stress and burnout impacts on organizations and potential impacts on individual's work activities.



Set and track progress of performance goals

How-To-Guide for Online Coursework

The online courses for the Supervisor Academy are all located on the SWEAP Connections website - www.sweap.com. They are free and self-paced. You will need to create a personalized login, using your E-Mail address, to track your progress.

To begin:



Visit sweap.com. Locate and click the green "Login" button. When prompted enter the Company Username "academy" to access the database. Detailed website walkthrough on Page 5.



Courses can be found by clicking the Training Center icon or by searching for the title in the search bar. You will be prompted to create your unique username and password when entering a course. Please write down your Log In info:

Username:

Password:

Here is the online coursework you will be asked to complete during the academy:



Month One
 Week 3: Applying Emotional Intelligence in the Workplace
 Week 4: Recognizing and Avoiding Burnout



Month Two
 Week 2: Communication Strategies
 Week 3: Managing Disagreement
 Week 4: Interpersonal Skills



Month Three
 Week 2: Applying Leadership Basics
 Week 3: Managing Change



After completing each course you will see a "Certificate of Completion" icon. Click that icon to download and save a PDF or screenshot of your certificate.



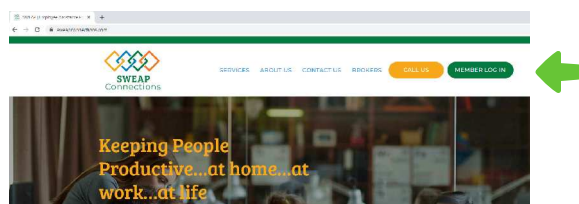
If you would like to receive your final Certificate for the Academy, please send in your individual course certificates of completion to wes@sweap.com no later than 2 weeks after your final month.

How-To-Guide for Online Coursework

The online courses for the Supervisor Academy are all located on the SWEAP Connections website - www.sweap.com. They can be accessed on a desktop, laptop, tablet or smart phone, although we recommend using a desktop or a laptop to complete courses.

Begin by visiting the website, www.sweap.com.

Locate and click the Green “login” button in the top corner of the home page (top of page on mobile).

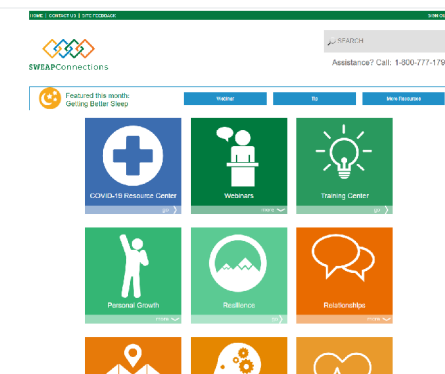


You will be redirected to a sign in page asking for a Company Username. Use “academy” to sign in.

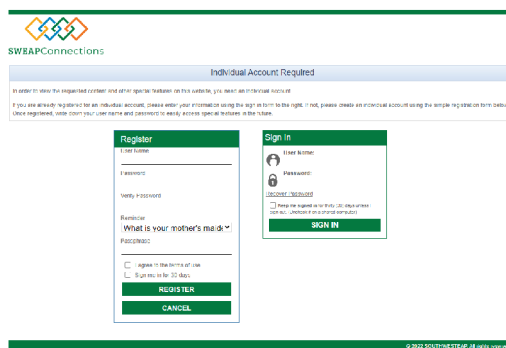


You will see the landing page, with a colorful icon menu (or list on mobile). From here you can either:

1. Click the Training Center icon and browse through categories of courses to find the one you want, OR
2. Use the SEARCH bar at the top of the page to search for the title of your course.



Once you click on the course you are looking for, you will be prompted to create an Individual Account. This will allow you to track your progress and go at your own pace. It will save your place when you are entering and exiting courses and allow you to receive completion certificates. Create your preferred username and password and write them down in your workbook so you remember.



Username:

Password:



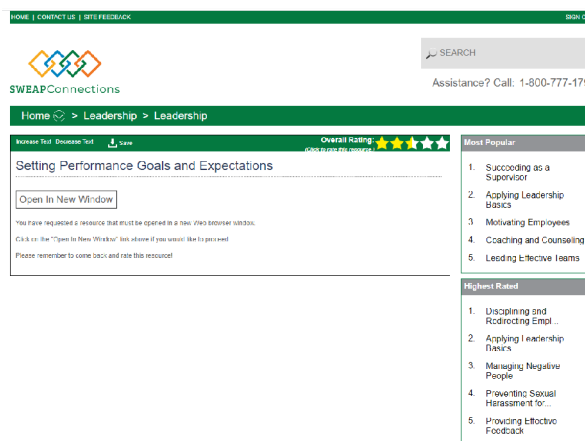
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Once you are signed in to your individual account, when you click on a training title, it will take you to a page with the course title and a button you can click that says “Open in New Window”

It will then open your course in a new tab and will prompt you to enter your full name, for your certificate, if it is your first time taking a course.

Then you can begin your course!



You can read and click through the course at your own pace as you read through the material. If words are underlined and highlighted in blue that means it offers an information pop-up. This may be a definition, a short assessment or quiz, common terms, or other helpful explanations of the content.

Some of the courses also have short videos embedded that you will watch before being able to click to the next area.

Each course has additional tools that can be downloaded from the Tools area, some versions of which are included in this workbook.

At the end of the course you should see a Certificate of Completion link or icon. Click there to confirm your name for the certificate and download your PDF.

Don't forget to save your PDFs and send them in for credit to wes@sweap.com



Coursework Checklist

To keep track of the online and live sessions you are attending, we suggest you utilize a table such as the one below to keep track of your tasks for this academy.

Each month will include online and live coursework that pairs with your Supervisor Academy Workbook. The online courses generate a certificate of completion that you can send in to SWEAP. These can be sent monthly or at the end of the series. Keep track of what you have completed and your documentation in the table below.

Live Sessions	Registered via Zoom	Marked on Calendar	Attended Live Session	Session Date	Notes
Setting Performance Goals and Expectations					
Group Consultation One					
Coaching and Counseling					
Building a Successful Team					
Group Consultation Two					
Online Courses	Accessed Course Online	Completed Course Online	Completion Date	Sent in Certificate	Notes
Applying Emotional Intelligence in the Workplace					
Recognizing and Avoiding Burnout					
Communication Strategies					
Managing Disagreement					
Interpersonal Skills					
Applying Leadership Basics					
Managing Change					

Supervisor Academy Goals

Select an Area to Develop

Using information from the training and what you know about your style, choose an area to develop

Development Actions

List 3-4 actions to achieve the Area to Develop. Include resources as needed.

-
-
-
-

Benchmark Dates

When to complete each Development Action

-
-
-
-

Long Term Plan for Incorporation

How will you follow up, check progress, implement in the work environment?

Take Aways

Note completions, changes, roadblock, etc.

How Will Progress Be Known?

How will you know if you have made progress?
How will others notice that you have made improvements? What will or won't be present when this area is developed?