

Appendix B

Supporting Your Employee's Leadership Development

Congratulations on having the foresight to encourage your employee to further his/her leadership development by participating in the Supervisors Leadership Academy. This twelve-day program is conducted over a period of six months. Participants will be required to attend a two-day session each month, during which they will learn leadership concepts and skills, be required to conduct several self-assessments, keep a journal of their progress, work with peer mentors, and complete various assignments between sessions. As you can imagine, this will require a huge commitment in time and energy for your employee. Your ongoing support and encouragement will be instrumental in making it a successful experience. Following are some tips on how you can support this process.

1. Ensure that the employee is not pulled away from the sessions, except in the case of an extreme emergency.
2. Provide for back-up assistance, as much as possible, so that the employee does not return from the sessions to a desk overflowing with work.
3. Attend the morning of the first session to hear the program overview and demonstrate your support.
4. Meet with your employee regularly (preferably, after each session) to discuss what they have learned and how they will incorporate this knowledge into their work.
5. Assist your employee in creating their Leadership Development Plan.
6. Provide feedback on areas in their leadership in which you see improvement as well as areas in which more attention is needed.
7. Overall, be enthusiastic and a champion of your employee's efforts in the continued development of their leadership skills.
8. Mark the date of the last session on your calendar so that you will be available to attend the graduation ceremony in the afternoon.

Your ongoing support and encouragement is crucial to your employee's growth and development as a leader.