Expectations of a CDOT Supervisor

* Rename: “What Makes a Great CDOT Supervisor”
* Introduction slide – is there audio? Bar is moving but no sound

Transitioning from peer to supervisor section – can that be the last section?

* On the dialog interaction “working with a disgruntled employee”…typo in Mark’s first response I guess they just don’t think **I’m** qualified”
* Storming (resolving uncertainly) wedge
  + typo in first bullet “Let your team **know** you are…”
  + typo in third bullet “Ask questions about how the team” remove **your ?**
* Norming (Facilitating) wedge: typo in third bullet “**findings**” with an –s
* Norming (Sharing leadership) wedge: typo in first bullet, “directing some of **their** own…”

Role of Supervisor section:

* Summit definition: Capitalize Department and Transportation
* Role of the supervisor
  + Advocate for the Organization: Add an –S to each bullet (Communicate**s**, Marshal**s**)
  + Advocate for Employees: Add an -s for employee**s**, the supervisor. Also add –s to the last three bullets
  + Coach and menot: Add an –s to second bullet
* Review question two: When you click on option 4, it says “This is one of your roles as a supervisor”. Then it went to the next screen without making me select the correct answer.

Purpose:  To save lives and make lives better by providing freedom, connection and experience through travel. (long version).  To save lives and make people's lives better (Short version)

Values (NEW):  Safety, people, integrity, customer service, excellence and respect are at the heart of what we do.

Summit:  The best DOT in the country for all customers by focusing on our people, leading edge technology and a healthy multi-modal system.

Leading Edge Technology:  Deploy leading edge technology to keep people moving more reliably and safely.

Healthy Multi-Modal System:  Enhancing our roads, bridges, multi-modal options and leveraging technology and innovation to get our customers where they need to go more safely, easily and more confidently than ever before.

Our People:  Nurturing and developing our people in a manner that brings job satisfaction and empowerment to employees.  Cultivating a work environment where employees are valued, heard and promotes authenticity in leaders.  Fostering a culture of innovation and creativity and achieving to be the best by retaining and recruiting the best in the industry.

Performance Management

* Review question three: The wording is a bit confusing. Can we say “You should only talk with your employees about performance management during the final performance review meeting.” Answer: False. And also change in final assessment.

Communication

* Section objectives: Fix bullet two “Identify the consequences of not communicating” take our **are**
* Making time to meeting with employees slide:
  + Add an –s to employee in the stem
  + First bullet “understand **that** feedback requirements…”
* Review question five: When I tried to submit a wrong answer I got the message “you must scroll to the bottom to continue.” It let me drag different answer, but I kept getting the same message – even when I tried the right answer.
* The one-on-one meeting, purpose slide – The one-on-one meeting is broken out into three ten-minute **sections** (not sessions)
* The first 10 minutes slide – Take away **report** from the first bullet
* Communicating upwards – Legal or political issues note, fix typo in second bullet “that may be asked of **your** team”
* Communication channels intro page – fix typo “…and how frequent**ly each** is updated”

Course complete slide – change from Expectations of a CDOT Supervisor to “What Makes a Great CDOT Supervisor”

Final course assessment

* Question 1 – got the error message “you must scroll to the bottom to continue”
* Question 2 – remove “according to the previous slide”
* Question 5 – got the error message “you must scroll to the bottom to continue”

Fair Labor Standards Act

* Uneven sound – started at Who is Responsible for FLSA
* Hours of Work slide – a red arrow pops up about halfway through the scripting
* Overtime slide – put a comma between Call Back and Shift Differential
* Course Learning Objectives slide at the end – the script was wrong - it repeated the second Guidance and Assistance slide
* Course Complete slide – typo 2nd bullet, “close the course and **confirm”**
* Scripting at the end – Refers to going to the FLSA section, rather than ending the course. I am guessing you already planned to change that.

FML

* Qualifications interaction –scripting was wrong – it was from the FLSA Who is Responsible interaction (HR, payroll, supervisor).
* Review question two – after I answered it, the next screen was a quiz results summary
* How does FML work – slide automatically advanced after scripting was done, but script had said to click Next after reviewing
* Questions not to ask – advanced automatically, but script had said to click Next after reviewing
* Guidance and assistance – clicking HERE brings up an email to Christine – will that work? Is it from their Gmail account?

Workers Comp

* Reporting an Injury/Emergency slide – put a comma in 2nd bullet, “If the employee is unable to report, any employee with knowledge…”
* Employee Responsibilities interaction, tile of Employee receives copy of ATL List, typo in 3rd bullet, “until **assessed** by ATP”
* Supervisor Responsibilities interaction,
  + tile of Provide Employee Copy of ATL,
    - typo in 2nd bullet, Remove “Call” so it says Alert the clinic…
    - 3rd bullet, capitalize “If” and typo “**warranted**”
  + Tile of Complete Accident Investigation – it mentions additional training, do we know where to direct them?

Civil Rights

* On the interaction with the laws
  + Title VII section – Capitalize Demand on the 3rd bullet
  + Age Discrimination Section – fix typo in 1st bullet - employee**’s**
* Where Can I Get Help – slide is blank