



Experiential Learning Portfolio for 10196191 Supervision

Student Contact Information:

Name: _____ Student ID#: _____

Email: _____ Phone: _____

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
 - What did you learn?
 - How did you learn through your experience?
 - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
 - Label artifacts as noted in the competency
 - Scan paper artifacts
 - Provide links to video artifacts
 - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of

the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive “Met” on 8 of the 9 competencies.

10196191 Supervision, 3 Associate Degree Credits

Course Description: In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

If you receive credit for prior learning for this portfolio, you will also receive a “Met” score for the following **Technical Skills Attainment Program Outcomes** that are assessed in this specific course:

- **31-196-6 Leadership Essentials program: All Outcomes**

Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.

Competency 1: Analyze the role of the supervisor/manager

Criteria: Performance will be satisfactory when:

- report includes a description of the duties and responsibilities of supervisors and their relationship to the functions of supervision
- report includes a description of actions taken when assuming a new supervisory role
- report includes a description of the effect of the changing workforce on the supervisor's role

Learning Objectives:

- a. Outline primary responsibilities of a front-line supervisor position.
- b. Examine productive actions of supervisor role.
- c. Explore Supervisor best practices.

Required Artifacts: *Submit a job description you have created/submitted for a supervisory position.*

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Define the primary responsibilities of a front-line supervisor

Criteria: Performance will be satisfactory when:

- written assignment includes flow charts – value stream maps main components of Supervision: Planning, Organizing, Staffing, Leading, Assessing, Controlling functions.
- written assignment outlines measurement techniques to assess Planning, Organizing, Staffing, Leading, Assessing, Controlling functions.
- provide a Digital Multimedia Summary Presentation on experience.

Learning Objectives:

- a. Evaluate main components of planning, organizing, staffing, leading, assessing, controlling.
- b. Quantify productive measures for planning, organizing, staffing, leading, assessing, controlling.
- c. Demonstrate productive actions of planning, organizing, staffing, leading, assessing, controlling.

Required Artifacts: *Submit a Supervisor Responsibilities training/presentation that you have created/executed (Outline, PPT, Workshop etc.) regarding POSLAC (Planning, Organizing, Staffing, Leading, Assessing, Controlling).*

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Critique different leadership styles

Criteria: Performance will be satisfactory when:

- you outline of primary leadership styles and categories.
- you create Pro/Con matrix of leadership styles similarities and differences.
- you explain when different leadership styles work best.

Learning Objectives:

- a. Evaluate similarities/differences between primary Leadership Theories.
- b. Investigate when to use different styles of leadership.
- c. Formulate personal Leadership enhancement plan of action.

Required Artifacts: *Submit a Leadership Styles training that you have created/executed (Outline, PPT, Workshop etc.)*

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Recommend procedures to complete tasks

Criteria: Performance will be satisfactory when:

- you critique task analysis techniques.
- you examine relationships between work elements of a task.
- you create a specific workplace task analysis.

Learning Objectives:

- a. Examine best practices for identifying work to be done
- b. Justify methodologies to complete tasks.
- c. Create assessment measurement criteria.

Required Artifacts: *Submit a Task/Procedure Process Flow that you have created/submitted.*

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Explain strategic, operational, and day-to-day planning

Criteria: Performance will be satisfactory when:

- you differentiate the types of business planning processes.
- you construct checklist for creating each type of business planning process.
- you use SMART planning techniques to define planning.

Learning Objectives:

- a. Differentiate between strategic, operational, and daily planning methodologies
- b. Investigate strategic, operational, and daily planning best practices
- c. Design a personal day-to-day planning template

Required Artifacts: *Submit a Business Planning Types training that you have created/ executed (Outline, PPT, Workshop etc.)*

Suggested Artifacts: *Submit a personal day-to-day planning template you created.*

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Determine strategies for employee engagement and teambuilding

Criteria: Performance will be satisfactory when:

- you create engagement plan presentation that defines main components of what employee engagement is.
- you develop engagement plan value stream map outlining actions Supervisors take to create work environment of Employee Engagement
- you construct a flowchart outlining teambuilding action steps to take to create team work environment.

Learning Objectives:

- a. Examine what employee engagement is
- b. Evaluate employee engagement and teambuilding best practices
- c. Create a workplace teambuilding activity

Required Artifacts: *Submit an Engagement and Team Building training that you have created/ executed (Outline, PPT, Workshop etc.)*

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Apply control function to meet goals and objectives

Criteria: Performance will be satisfactory when:

- Presentation explains how controlling relates to the other functions of Supervision.
- Presentation describes how to apply the three types of controls.
- Presentation applies benchmarking techniques to our work practices.
- Presentation outlines differences between product and process quality control.

Learning Objectives:

- a. Examine the primary components of the control function of Supervision
- b. Assess similarities and differences between goals and objectives
- c. Evaluate control function best practices

Required Artifacts: *Submit a Supervisor Controls training that you have created/ executed (Outline, PPT, Workshop etc.)*

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Analyze problems using a decision-making/problem solving process

Criteria: Performance will be satisfactory when:

- Presentation analyzes a problem using a problem-solving process.
- Presentation describes where consensus and Nominal Group Techniques can be applied.
- Presentation describes ways to improve productivity and increase creativity.

Learning Objectives:

- a. Evaluate different types of decision making and problem-solving processes
- b. Determine when to use different types of decision making and problem-solving processes
- c. Create a decision tree

Required Artifacts: *Submit a project you managed including the team you were involved with and the process to finish the project from start to finish. Include obstacles you encountered as a team and how you worked through them.*

Suggested Artifacts: *Logic Trees, Gantt Charts, Work Plans/Flows, Process Flows*

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 9: Manage employee performance

Criteria: Performance will be satisfactory when:

- Presentation includes yearly performance review timeline.
- Presentation compares current Employee performance to specific pre-defined expected employee job duties and responsibilities.
- Presentation evaluates a performance evaluation conference.
- Presentation identifies common employee rating methods and common rating errors.
- Presentation describes the concepts of discipline and counseling.

Learning Objectives:

- a. Critique different employee performance management techniques
- b. Determine when to use different employee performance management techniques
- c. Recommend a performance correction plan of action

Required Artifacts: *Submit three performance reviews/evaluations you have written and given to employees. Explain the process of the review and how it was explained to the employees as well as a recap of how the in-person reviews went.*

Suggested Artifacts: *PowerPoint created to be shown to employees to explain the review process.*

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

