OKLAHOMA DEPARTMENT OF CORRECTIONS
Professional Development
Coversheet/Lesson Plan

COURSE INFORMATION					
Catalog Code	131-ODOC	CLEET Code	Type Here	Credit Hours	7
Course Title	131-ODOC Ready for the Next Level – BASIC Leader Track (RNL)				
Course Type	eLearning				
Authored/Designed by	(Candace Phillips, Ginger Decoteau, Charles Roden NIC, LinkedIn, Articulate)				
Signature and Date	Ginger Decoteau 21-Dec-25				
Revised/Reviewed by	Candace Phillips, Administrative Manager				
Signature and Date	Ginger Decoteau 21-Dec-25				
Instructor Requirements	(NA – Program of an Assortment of e-learning				
Time Frames	Leadership		Other: Elective: Advancement, Leadership		
Applicable Programs	Elective, Supervisory				
Pre-requisites	RNL requires BASIC Leader Track before NEW and SEASONED Leader Tracks				
Target Audience	All Staff		Instructor Ratio		NA
Approved by	Ginger Decoteau, Administrator of Professional Development				
Signature and Date	Ginger Decoteau 12.21.25				

PERFORMANCE OBJECTIVES

(List one objective per bullet, use as many bullets as necessary)

At the conclusion of this course participants will be able to:

This program includes a variety of eLearning that will provide employees with basic leadership skills, so that they can prepare for promotion. To view objectives, conditions, and standards of this program, please review each of the following course's individual lesson plan:

PROGRAM: RNL – BASIC Leader Track

1. Advanced Career Planning
2. The Basics of Managing Stress
3. Time Management Essentials
4. The Role of Correctional Leader, Manager
5. Resolving Conflict with Coworkers
6. Doing the Right Thing: A Guide to Good Business Ethics
7. Psychological Safety
8. An Overview of Motivational Interviewing
9. Paths to Success

(Measurement of learning, i.e. Completion requires an 80% or higher score on the end-of-course eLearning assessment.)

COMPETENCIES					
Adaptability	☐	Financial & Budget Concepts	☐	Policies & Procedures	☐
Building Consensus	☐	Human Resources Concepts	☒	Prioritization	☐
Business Technology	☐	Influencing Others	☒	Problem Solving	☐
Coaching/Developing Others	☒	Interpersonal Relationships	☒	Process Improvement	☐
Communication	☒	Leading Change	☐	Project Management	☐
Conflict Resolution	☒	Legal Concepts	☒	Resilience	☐
Continuous Learning	☐	Making Data-Driven Decisions	☐	Self-Awareness	☒
Creativity and Innovation	☐	Managing a Team	☒	Self-Motivation	☒
Customer Service	☒	Negotiation	☐	Social Awareness	☐
Ethical Concepts	☒	Networking	☐	Strategy and Vision	☒
External/Global Awareness	☐	Organizational Awareness	☐		☐
Other:	☐				

METHOD OF EVALUATION	Yes	No	DELIVERY METHODS/ TECHNIQUES	Yes	No	INSTRUCTOR MATERIALS	Yes	No
Written Exam	☐	☐	Video/eLearning	☒	☐	Class Roster	☐	☐
Oral Exam	☐	☐	Physical Demonstration	☐	☐	Sign-In Sheets	☐	☐
Recorded Interview	☐	☐	Classroom Lecture	☐	☐	Lesson Plan	☒	☐
Physical Demonstration	☐	☐	Informal Lecture	☐	☐	Agenda	☐	☐
eLearning Assessment	☒	☐	Power Point/Manual	☐	☐	Evaluation Forms	☒	☐
			Oral Demonstration	☐	☐	Testing Material	☒	☐

PHYSICAL SPACE REQUIREMENTS

Room Setup	☐	Classroom	☐	Workstations
	☐	Auditorium	☐	Semi-Circle
	☐	Circle	☐	Tactics/Gym
	☐	Other: Click or tap here to enter text.		

EQUIPMENT AND SUPPLIES

Audio/Visual	☐	Power Point Remote	☐	DVD Player/TV
	☐	DVD Video	☐	Video Camera
	☐	Overhead Projector	☒	Laptop
	☐	Other:	☐	Other:
Facilitation	☐	Flip Chart	☐	Masking Tape
	☐	Flip Chart Stand	☐	Markers, #
	☐	Dry Erase Markers	☐	Post It Notes
	☐	Props:	☐	Handouts
			☐	Other:
Participant	☒	Blank Paper	☒	Pens/Pencils
	☐	Duty Gear	☐	Other: Type Here

REFERENCES/SOURCES

It is expected that copyright permission will be obtained before using information or other material in this Lesson Plan.

- Please review Lesson Plan of each individual course in order for references and sources.

COURSE SUMMARY

(Course Summary here)

The Basic Leader track of the Ready for the Next Level Program will provide foundational leadership skills for employees preparing for career advancement.

LESSON PLAN

PRESENTATION PLAN	NOTES
MOTIVATION: (List objectives here, icebreakers, and any pre-course work.)	• (If there are pre-requisites, or any other requirements for the course, please place them here.)
PRESENTATION: (This course will be delivered utilizing Workday. This course can be viewed at the link below: i.e. ICON - Adjustment Review | Rise 360 (articulate.com)) This course includes the following topics: **Topic** • The Basics of Managing Stress - .5 **Topic** • Time Management Essentials - .75 **Topic** • The Role of Correctional Leader, Manager - .5 **Topic** • Revolving Conflict with Coworkers - .5 **Topic** • Doing the Right Thing: A Guide to Good business Ethics - .75 **Topic** • Advanced Career Planning – Driving Your Career – 1.5 **Topic** • Psychological Safety - .5	**NOTES:** • (All things pertinent to the instructor go here, i.e. Instructor to assign 2-minute speeches after completion of the Legal section.)

Topic • Overview of Motivational Interviewing -1 **Topic** • Paths to Success - .5	
APPLICATION: (Activities and Exercises go here, i.e. group work, demonstration, skill practicals)	**NOTES:** • (All things pertinent to the instructor go here, i.e. Instructor to demonstrate baton movements.)
EVALUATION AND CONCLUSION: All eLearning course assessments must meet or exceed 80% for successful completion of this program. Click or tap here to enter text.	**NOTES:** • (All things pertinent to the instructor go here, i.e. Instructor to demonstrate baton movements.)
