OKLAHOMA Corrections

OKLAHOMA DEPARTMENT OF CORRECTIONS
Professional Development
Coversheet/Lesson Plan

COURSE INFORMATION					
Catalog Code	131-ODOC	CLEET Code	Type Here	Credit Hours	~~16.75~~ 15 hrs
Course Title	131-ODOC Ready for the Next Level – NEW 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	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 the leadership skills, they need to navigate their new career as a leader. To view objectives, conditions, and standards of this program, please review each of the following course's individual lesson plan:

PROGRAM: RNL – NEW Leader Track

1. Assigning Inmates to Housing
2. Collaboration: A Survival Strategy for Turbulent Times
3. Communicating Change
4. Foundations of Evidence-Based Practices
5. Giving Effective Feedback
6. Intentional Communication
7. Leading with Emotional Intelligence
8. Motivating your Team
9. Navigating Your Role as a New Leader
10. Performance Reviews and Feedback
11. Retaining and Developing Talent
12. Recognizing Destructive Behavior
13. Secrets of Skill Delegation
14. Servant Leadership (LIL)
15. Spiral of Despair

(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

Click or tap here to enter text.

The New Leader Program will provide essential skills for employees who wish to promote to Lieutenants, Captains, Team Supervisors, Assistant Regional Supervisors, etc. Topics include team building, performance reviews, providing feedback, wellness, etc. (RNL - Basic Leader Track Required Pre-requisite)

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: Click or tap here to enter text. This course includes the following topics: **Topic** • Collaboration: A Survival Strategy for Turbulent Times - 1 **Topic** • Communicating Change - 1 **Topic** • Navigating Your Role as a New Leader – 1.5 **Topic** • Foundations of Evidence-based Practices - 1 **Topic** • Intentional Communication - 1 **Topic** • Motivating Your Team - 1	**NOTES:** • (All things pertinent to the instructor go here, i.e. Instructor to assign 2-minute speeches after completion of the Legal section.)

Topic
- Leading with Emotional Intelligence – 1.5

Topic
- Servant Leadership (LIL) .5

Topic
- Performance Reviews and Feedback - .5

Topic
- Assigning Inmates to Housing – 1.5

Topic
- Retaining and Developing Talent - 1

Topic
- Secrets of Delegation – 1.5

Topic
- Giving Effective Feedback - 1

Topic
- Recognizing Destructive Behavior - .75

Topic
- Spiral of Despair - .25

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.)