

## **Collective Leadership Supervisor Training CJII Cohort - Spring 2021**

**Training Dates: 3/18, 3/26, 4/8, 4/22, 4/29, 5/13, 5/27**  
***Online Application Deadline: February 5, 2021***

### **Training Program Information**

The **Collective Leadership Supervisor Training** is a 21-hour course to deepen supervisory practices that support employee job performance and growth. Supervisors will strengthen their capacity to convey workplace expectations and performance feedback, along with enhancing the employee's capacity for initiative and leadership. The course is offered over several weeks to allow time for practice and reflection between classes. Supervisors who complete all classes and meet course requirements will receive the **Collective Leadership Supervisor Training Certificate** from the Institute and John Jay College Professional Studies.

### **Spring 2021 CJII TTA Cohort Training Schedule**

Spring 2021 training will take place in **seven sessions on Zoom from 9am-12pm**. The Zoom meeting will be open at 8:30am so there will be ample time for training participants to get technology set up before the start of class. Optional coaching sessions will be offered after each class (12-1pm).

Training dates are:

1. Thursday, March 18
2. Friday, March 26
3. Thursday, April 8
4. Thursday, April 22
5. Thursday, April 29
6. Thursday, May 13
7. Thursday, May 27

### **Training Goals & Learning Objectives**

This certificate training is designed to develop new skills and strengthen the existing supervisory practices that support employee job performance and growth. Training content supports participating supervisors to increase their professional capacity:

<b>Collective Leadership</b>	Build and sustain effective supervisory relationships with staff (supervisees).
	Build and sustain the effective practice of independence and initiative in staff.
	Learn responsibility-based communication focused on how this communication lands.
	Learn acknowledgement & recognition practices to foster and sustain leadership.
<b>Communication</b>	Learn leadership and supervision coaching and the essential practice of identifying issues, barriers and internal actions to resolve those issues.
	Learn best practices to provide feedback that is valued and appreciated as a consistent contribution regardless of content.
	Learn how to provide trauma-informed supervision for populations impacted by trauma without requiring diagnosis or treatment by untrained professionals (supervisors).
<b>Organizational Culture &amp; Professional Boundaries</b>	Learn to read and interpret otherwise invisible organizational culture systems so as to effectively supervise within these systems and then challenge these systems to expand in order to support a more equitable diversity of staff, management and leadership.
	Learn the role that effective professional boundaries play in a healthy organizational culture and then model and supervise staff to develop and maintain healthy and effective (not rigid) boundaries.

The course is offered over ten weeks in order to allow time for practice and reflection between training sessions. Supervisors are expected to report back to the class on successes/challenges in their efforts to practice the skills learned and to receive additional training and coaching in order to improve on the results that are inconsistent with their expectations.

## LEARNING OBJECTIVES FOR SUPERVISORS

1. **Coaching and Feedback:** strengthen supervisory skills including relationship building, listening, coaching, asking for and giving effective feedback.
2. **Initiative, Accountability and Leadership:** increase capacity to foster supervisees' initiative, self-accountability and practical leadership regardless of their level of authority.
3. **Self-Reflection and Feedback:** refine the use of supervision practices to assess the supervisor's own effectiveness and close the gap between supervisory intention and the actual impact of supervisory intervention on those being supervised.
4. **Supervision and Trauma-Informed Best Practices:** strengthen the fundamental supervisory practices to work with all employees, including those impacted by trauma.

## **Course Requirements**

Supervisors must attend and participate actively with camera on in all scheduled Zoom training sessions, read assigned articles, practice skills at work between sessions, and prepare two brief (one-page) written field practice assignments reflecting on their experience and demonstrating their practice of the skills in their individual work settings. Supervisors who meet these requirements will receive a *Collective Leadership Supervisor Training Certificate* from the Institute and John Jay College Professional Studies.

## **How to Apply**

### **WHO SHOULD APPLY?**

Supervisors at CJJI grantee agencies may apply. Applications are welcome from up to 2-3 supervisors at each host agency so that there can be a community of practice within the organization. Applications are also welcome from two supervisory levels (i.e. supervisor and the supervisor's manager).

### **APPLICANT REQUIREMENTS**

- Submit online application by February 5, 2021 at 11:59 pm
- Be 18+
- Have current supervisory responsibility for staff and/or volunteers
- Commit to completing the entire 21-hour training
- Commit to reading selected articles ahead of sessions
- Commit to practicing skills between sessions and writing two brief journal assignments (these are one-page reflections about skill practice at work)
- Have the technological skills and equipment required to participate in a remote training

## **History of the Collective Leadership Supervisor Training**

This training was developed by the Institute in partnership with the instructor, David Mensah, and in collaboration with advisors including employers and people with lived experience in the criminal justice system currently working in human services. The Institute has offered the training to three prior cohorts and received consistently positive feedback:

“ The training was essential for me to take responsibility at all times and ask for feedback with an open mind. The responsibility talk boosted my confidence in having supervisions with my staff.”

“ This training gives the tools and language needed to be an effective leader. ”

“ Informative, affirming and overall excellent! I learned so much and I realized that I am not alone in my leadership challenges. ”

The training was initially developed for supervisors of employees directly impacted by the criminal legal system who are working in a variety of peer mentor, navigator, and other credible messenger positions. For the ISLG TTA Cohort, all supervisors (including those who are not currently supervising staff directly impacted by the criminal legal system) are welcome to apply. The Institute, in partnership with DANY/ISLG, is pleased to offer this training to prepare supervisors to

provide effective supervision that supports the performance and growth of all staff, including those impacted by the criminal legal system.

The Institute gratefully acknowledges support for the curriculum development and initial cohorts of the Collective Leadership Supervisor Training from the NYC Mayor's Office of Criminal Justice.

**INSTRUCTOR BIO: DAVID MENSAH, M.DIV.**

David Mensah is a lead instructor for the Institute's Navigator Certificate in Human Services & Community Justice, a semester-long, college-level course for people with lived experience in the criminal justice system seeking careers in human services, and the Institute's Collective Leadership Supervisor Training. He was previously the lead instructor for JLUSA's Leading with Conviction (LwC) and has trained volunteer parent leaders for the NYC Department of Education's Parent Leadership Institute.

In a career spanning 21 years, Mr. Mensah has spent 13 years in Executive Director positions, as well as 10 years as a youth and family counselor. Mr. Mensah has two BS degrees from Oregon State University, a Certificate in Marriage and Family Therapy from the University of Bridgeport, and a M.Div. from Yale Divinity School. He has held faculty positions in leadership studies at Sacred Heart University, in Trauma Counseling at the University of Bridgeport, and an adjunct faculty position at Baruch College, in the School of Public Affairs.