



# Operations Training Institute

Hillsborough County Public Schools

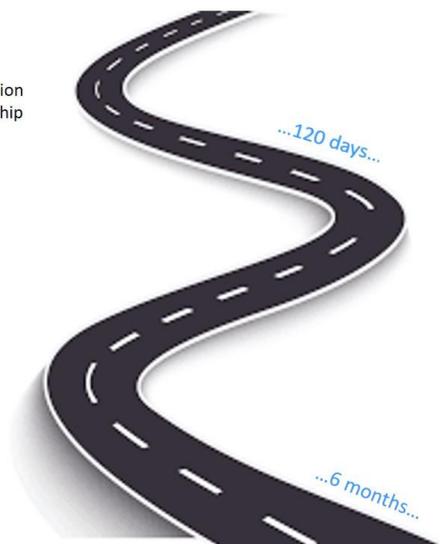
## Hillsborough County Public Schools (HCPS) Operations Training Institute - Path to Maintenance Leadership

### 1 Acknowledge Interest in Leadership Path

A member of the Operations organization acknowledges their interest in Leadership and submits a candidate profile for assessment and screening.

### 3 IPDP

An Individualized Professional Development Plan (IPDP) is developed for current and newly promoted leaders from the self-assessment tool.



### 2 Foundational Courses

Current and aspiring leaders complete Maintenance foundational courses – Effective Communication, Critical Thinking/Problem Solving, Team Building, Conflict Resolution, Budget and Project Management – during a 120 day period. Foundational Courses certificate is issued upon successful completion.

### 4 Maintenance Leadership Training

Maintenance leader schedules courses that align with their IPDP. Coursework is taken during a six-month period.

### 5 OTI Certification

Maintenance leader completes coursework and earns Operations Training Institute (OTI) certification.

**OTI Enrollment Self-Assessment Tool:**

<https://www.surveymonkey.com/r/HCPSMaintenanceLeadershipAssessment>



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## Timeline – Operations Training Institute (OTI)

<b>June 17 – July 1, 2019</b>	Current and aspiring leaders complete and submit the electronic <a href="#"><u>Self-Assessment Tool</u></a>
<b>September 1, 2019</b>	Core Course Enrollment
<b>October 1, 2019</b>	Core Courses Begin
<b>March 2020</b>	Core Course Completion and OTI Certification
<b>April 2020</b>	Development of Individualized Professional Development Plan (IPDP) for Current Leaders



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## Frequently Asked Questions – Operations Training Institute (OTI)

### 1. What is the Operations Training Institute (OTI)?

*A continuing education pathway of core courses and activities designed to provide current and aspiring managers and supervisors with opportunities to increase their leadership knowledge and skill levels—thereby improving the effectiveness, efficiency and accountability of the Maintenance Department of Hillsborough County Public Schools.*

### 2. Who is eligible to enroll into the Operations Training Institute?

*All persons employed in the Maintenance Department of the HCPS are eligible to enroll into the OTI.*

### 3. How do you enroll into the Operations Training Institute?

*Employees of Maintenance Department of the Hillsborough County Public Schools can enroll by completing the Self-Assessment Tool, available online.*

### 4. What is the Self-Assessment Tool and how will it be used?

*The self-assessment tool assesses your current Maintenance operations-related leadership competencies and provides a guide for your enrollment in the Operations Training Institute (OTI).*

### 5. When and where will the continuing education core courses be offered?

*The continuing education core courses will be offered on scheduled weekday afternoon/evenings and Saturday mornings. The classed will be offered at a Hillsborough County Public Schools location to be identified when the schedule is released.*

### 6. How many core courses are there and how many hours are each of the core courses?

*There are six core courses, and each will be up to one month in length.*



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## Frequently Asked Questions, cont. – Operations Training Institute (OTI)

### 7. How do you enroll into the core courses?

*Enrollment into core courses can be done via the Maintenance Department website. The course schedule and enrollment link will be available 24 hours a day, September 1 – September 15, 2019.*

### 8. Do I have to take all the core courses even if I've taken some of them?

*Yes, all current managers and supervisors are required to successfully complete all the identified core courses. This enrollment is mandatory for aspiring managers and supervisors.*

### 9. What happens if I'm not able to complete all six of the required core courses by March 2020?

*Extenuating circumstances or life in general require some level of flexibility. We will work with employees on an individual basis to determine a solution that meets the needs of both the individual OTI enrollee and the Maintenance Department.*

### 10. Who will speak with me about my Individualized Professional Development Plan (IPDP)?

*Your supervisor and an associate from Morrison and Associates will help you to develop your IPDP.*

### 11. Will I get a promotion to leadership (supervisor/manager) after completing my self-assessment and the required core courses?

*No. Submission of the self-assessment tool and completion of the required core courses does not lead to automatic promotion.*

*Additional Questions? Please contact Ben Moore at [Benjamin.Moore@sdhc.k12.fl.us](mailto:Benjamin.Moore@sdhc.k12.fl.us).*