ET FCG Supervisor and Advisor Training
v 2023 1.3

Developing our Future Leaders…

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Agenda

- ➢ [ET FCG Program Overview](#)

- ➢ [Supervisor Responsibilities](#)

- ➢ [Advisor Responsibilities](#)

- ➢ [Fall Carousel](#)

- ➢ [Resources](#)

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ET FCG Program Overview

ET FCG Program Overview

- Three rotations
  - The first rotation's duration varies depending on start date:
    - Jan: 12 months
    - Jun: 19 months, Jul: 18 months, Sep: 16 months
  - Second and third rotations are 12 months from Jan 1st to Dec 31st

- After third rotation FCGs graduate and move into normal GSR positions
  - Typically rotate off the program between Oct 1 and Mar 31
  - FCG Off-boarding Committee Support
    - FCG Graduation Fair (not to be confused with FCG Job Fair)
    - Mock interviews / Lunch and Learns
    - Showcase SP Site
  - Follow standard Oracle HCM and Life@Ford processes (e.g., apply, interview, position movement, etc.)

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ET FCG Program Overview: Goals & Objectives

➢ Ensure a quality work experience for FCG

➢ Objectives should challenge the FCG and include concrete deliverables

➢ Prepare the FCG for a successful career after the program

Note: Make sure they have meaningful work - Do not ask for an FCG only to have them merely "fill in" on miscellaneous projects, or "help out" other team members

If the position that was posted and selected by the FCG has changed significantly since the carousel, the supervisor is required to notify their FCG Dev Committee rep

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ET FCG Program Overview: Performance Management

➢ FCGs follow all the standard HR processes for Performance Management

- ➢ Quarterly Check-ins
- ➢ Mid-year and final performance reviews
- ➢ Transparent feedback

➢ FCGs are included in Merit and Compensation Planning process and discussions (CPO Tool)

➢ FCGs can be promoted when appropriate - follow the same process and guidelines as all GSRs (using Life@Ford)

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ET FCG Program Overview: Carousel

➤ The ET FCG Program leverages a carousel process/tool to allocate rotations to FCGs.

- Supervisors submit available positions
- FCGs select their top eight choices
- Carousel allocates FCGs to positions using an algorithm that ensures that most FCGs get their higher ranked choices

➤ Assignments are announced 1-2 months before the rotation

➤ Only ET positions are available (no cross-functional assignments).

➤ 3 Carousels – Fall, Winter and Summer

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ET FCG Program Overview:
Carousel – Boarding/Rotation Cycles

➢ Fall Carousel – Targets the 2nd and 3rd Year FCGs
  ➢ Rotation runs from Jan 1st – Dec 31st

➢ Winter Carousel – Targets the Jan New Hire FCGs
  ➢ Uses the unassigned Fall Carousel postings
  ➢ Rotation assignment runs from Jan 17th – Dec 31st

➢ Summer Carousel – Targets the June/July/Sept New Hire FCGs
  ➢ Supervisors submit new postings
  ➢ Rotation assignment runs from start date on through the following year (e.g., July 17th 2023 – Dec 31, 2024)

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ET FCG Program Overview:
The First Days for a 1st Year ET FCG

➢ET FCG On-boarding Process

- Overview of the FCG Program
- ET FCG Committees
- Overview of the organizations within IT / PDO
- Overview of Objective setting
- Computer Setup (requires initial password sent to supervisor)

➢Activities:

- DEI & Networking / Executive Speakers / In-Office FCG workday
- Lunch with Supervisor and another with Buddies

➢FCGs are assigned to a "Buddy Group" (comprised of active 2nd & 3rd year FCGs) to help them assimilate into the program and company

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ET FCG Program Overview:
The First Days for a 1ˢᵗ Year ET FCG

➢ *Optional supervisor opt-in* [SETT class (Software Engineering Technical Training)](#) hosted by The Software Excellence team and the Transformation Office

　➢ 1-week course typically during their 2ⁿᵈ week at Ford

　➢ This course is offered in a fun, learning oriented and psychologically safe virtual environment

　➢ Instructor lead class that will use test-driven development to teach core development skills

ET FCG Program Overview:
FCG Development Committee

➢ *Committee with representation from each ET Org*

➢ *Governed by a charter*

➢ *Has an executive sponsor: Aaron Rajda*

➢ *Develops and monitors the ET FCG program for enhancements and continuous improvement*

➢ *Includes representatives from HR / Recruiting*

➢ *On-boarding / Off-boarding Support*

➢ *Makes FCG assignments via the FCG Carousel*

➢ *Provides Supervisor/Advisors Training and Consulting*

➢ *See Resources at the end of this presentation for a list of representatives*

➢ *Available to provide guidance to Supervisors, Advisors and FCGs*

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ET FCG Program Overview:
Early Exits

FCGs should be <u>strongly</u> encouraged to stay in the program all three years to get the maximum benefit, but can elect to exit the program early if the following steps are taken:

- ❑ FCG must discuss their intention to exit early with their assigned FCG Advisor and gain approval [Job Aid](#)
- ❑ FCG must gain approval from their current Supervisor
- ❑ Hiring Supervisor and/or Advisor must get concurrence from the FCG's organization's Dev Comm Representative [2023 ET FCG Dev Committee](#)
- ❑ FCG and Hiring Supervisor must follow the standard HCM process (apply for posted position, interview, be offered and accept GSR position)
- ❑ FCG must report intent and final status to the ET FCG Off-Boarding Committee via survey on the Off-Boarding Committee SharePoint Site
- ❑ FCG must not participate in the Fall Carousel process

FCGs should be <u>strongly</u> encouraged to stay in the program for all three years

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ET FCG Program Overview:
Early Exits - Continued

Situation #1: FCGs who participate in the Carousel are expected to honor the results (i.e., start their assigned rotation)

Situation #2: If an FCG is unable to complete the exit process before the Carousel's closing date, the FCG is expected to participate in the Carousel and honor the results (i.e., start the assigned rotation)

Situation #3: If an FCG does not participate in the Carousel and is unable to complete the exit process, the FCG must communicate this with the Off-Boarding and Carousel Committee Leads and will have to pick one of the unassigned Carousel positions and start that rotation

Situation #4: FCG being asked/pressured by current management to roll off early. Don't do this as a supervisor or manager. It is not in the best interest of the FCG or the FCG program.

Supervisor Responsibilities

Who are ET FCG Supervisors?

- A Ford LL6 who has a ***genuine interest*** in the well being and development of our FCGs
  - Engagement
  - Encouragement
  - Empowerment
  - Creating a culture of continuous learning
  - Career growth and development
  - Development of professional relationships
- Serves as an ***advocate*** for FCGs
  - To all Ford employees
  - To potential future supervisors/managers
  - To the ET FCG Development Committee

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Supervisor Responsibilities:
Topics to cover with your new FCG

- Structure of the ET Organization

- Ford Culture (e.g., Ford OS Behaviors)

- Goals of the ET FCG Program (e.g., exposure to various ET areas/organizations)

- FCG's educational background and previous work experience

- FCG's career goals (short and long term) and correlated training/rotational opportunities

- Roles of the various constituents (e.g., ET FCG Development Committee, HR, Advisor, Supervisor, Manager)

- Overview of the Performance Management framework

- Team culture (e.g., open door, trust, empowered, core hours, lunch time, etc.)

An ET FCG's First Week of Rotation

➢ Your FCGs will "report for duty" after Orientation - typically in the morning on Day 4 from hire date.

➢ Plan to be available on your FCG's first day to greet your FCG and get them started on their assignments. If this is not possible, assign someone to be available and communicate the plan to your FCG.

➢ Sketch out a calendar for your FCG's first week including time to get acclimated, to learn about the assignment, key colleagues, etc.

➢ Be aware of other demands on your FCGs from the FCG Program.
   ➢ The On-boarding Team will provide you a list of up-coming FCG events for the month

Supervisor Responsibilities:
Topics to cover with your new FCG

☐ Review the various FCG committees and events that your FCG plans to partake in

- FCGs are **strongly** encouraged to participate in FCG committees/events Be aware that these demands can vary throughout the year
- FCG are still expected to deliver on their objectives
- FCG should not spend more than 20% of their total effort on FCG activities

☐ Review the differences between exempt and non-exempt work policies and the status of their current rotation.
Determine the exempt/non-exempt status of your FCG, which can be found in Life@Ford / Oracle HCM under Employment Info -> Job Info

My Team -> Manage My Team ->

My Team -> *employee name*

AB **Employment Info**
Adam B█

Job Info

Name
Technology Svc Mgmt Specialist

Code
001 █

Job Family
Enterprise Technology

Job Function
Enterprise Technology

Management Level
GSR

Overtime Status
EXEMPT

ET FCG Supervisor Responsibilities

❑ Must accept the FCG who is assigned to you via carousel

❑ Schedule and hold a "get-acquainted" meeting

❑ Establish regular 1x1 meetings with your FCG

    (A job aid is now provided to FCGs)

❑ Work with FCG's previous supervisor to ensure that they have moved the FCG to you via Life@Ford

    (Be aware of end-of-year performance management and/or product group level funding implications)

❑ Ensure that your FCG's Job Family is correct for rotation

    (Managed via Life@Ford)

❑ Hold regular Partnership conversations with your FCG

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ET FCG Supervisor Responsibilities

❑ Ensure the quality of your FCG's rotation in partnership with your FCG

❑ Ensure the rotation delivers value to both your FCG and the Company (i.e., plan ahead, be prepared to have them hit the ground running)

❑ Schedule quarterly meetings with your FCG's Advisor to discuss the development of the FCG

❑ Evaluate your FCG's leadership behaviors and development progress and determine if a promotion is merited

❑ Ensure that development information is properly received and transferred from previous and to follow-on supervisors to ensure that your FCG does not get lost in the hand-offs.

Going Further…

➢ Participate in a Community Service Event together

➢ Introduce them to your boss/management team

➢ Include them in one of your manager's staff meetings

➢ Ensure that they attend a skip level with your boss or other management

➢ Inviting them as a guest to an OCM meeting (if available)

➢ Recognize them often verbally and/or using the tools available to supervisors

ET FCG Supervisor Responsibilities:

Situation #1: The position has changed significantly from the original carousel posting. You must notify your FCG Dev Committee representative & it is possible that you could lose the FCG for that position.

Situation #2: The FCG was a top performer on your team, but you have decided to reward one of your permanent team members instead of the FCG. FCGs need to be treated just like any other GSR on your team & you would be violating HR policy by doing this.

Situation #3: The FCG wants to work 100% remotely even though your position was posted as hybrid. 100% remote work needs LL4 approval, and you are not required to deviate from the position as posted. Note that hybrid positions now have an expectation that the employee stays within 50 miles of their work location so that they can come onsite as needed.

Advisor Responsibilities

Who are ET FCG Advisors?

➤ A Ford LL6+ who has a *genuine interest* in the current and future career of ET FCGs

➤ Has a passion for guiding, teaching, supporting and encouraging ET FCGs

➤ Willing to serve as an *advocate* for ET FCGs

➤ Someone who provides an objective, neutral representation on behalf of an FCG

➤ Will continue to advise the assigned FCG *throughout the program* (up to 3 years)

Notes:

- *The Supervisor and Advisor roles for an FCG cannot be held by the same person*
- *The Advisor should NOT be in the FCG's management chain for their first rotation*

Who **should** be an ET FCG Advisor?

➢ Someone who…

- ✓ Is ***personally and professionally interested*** in being an advisor to an FCG
- ✓ Is enthusiastic about his or her role as an advisor
- ✓ Is genuinely ***engaged*** during his/her interactions with the FCG
- ✓ Can refer the FCG to other sources of information and assistance when needed
- ✓ Can empathize with the FCG
- ✓ ***Listens*** constructively, attempting to hear all aspects of FCG's expressed interests, problems and concerns ***(i.e., it's not about you)***
- ✓ Shares advising techniques with other Advisors
- ✓ Someone who ***Inspires! Inspires! Inspires!***

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FCG Advisor Responsibilities: Guidance

❑ Assist with the FCG's adjustment to Ford corporate life

❑ Ensure that your FCG has received and/or understands their objectives and how they can make a difference

❑ Assist with professional development and supporting tools (e.g., FCG Carousel postings)

❑ Help your FCG develop short and long-range career plans

❑ Guide your FCG with immediate problem-solving concepts

❑ Give feedback to your FCG on his or her strengths, opportunities and progression

❑ Help your FCG understand the value of Ford benefits such as SSIP

❑ Encourage your FCG to engage in extracurricular activities (e.g., FCG committees, events, mentoring circles, innovation challenges)

❑ Provide stability and consistency across the FCG's rotations

❑ Provide a relaxed environment where they can ask all their questions without being judged

FCG Advisor Responsibilities: Accessibility

☐ **Schedule an introductory meeting**
- FCG may be intimidated as a new employee and may not understand the benefit of an advisor – so reach out to them... *i.e., MAKE IT HAPPEN*)

☐ **Establish a regular *monthly* meeting with the FCG**
- Meet face-to-face (WebEx with video) – most important
- Use other tools as supplemental means (e.g., IM, WebEx, email)
- Use collaborative tools such as WebEx Teams

☐ **Establish a regular *quarterly* meeting with the FCG's current Supervisor**
- Discuss current status/progress of FCG
- Discuss opportunities for development of FCG

Note: The items above are mandatory!

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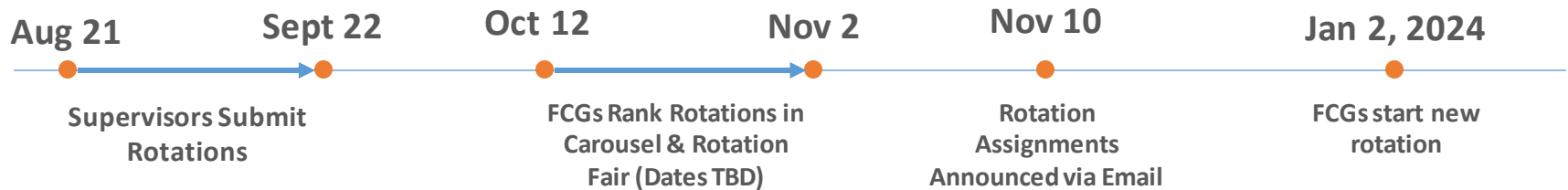
Go Above and Beyond…

Although it is expected of each Advisor to be available and responsible for the successful coaching their FCGs, Advisors should consider going above and beyond by:

➢ Treating your FCG to lunch on occasion

➢ Participate in a Community Service Event together

➢ Build a meaningful and long-lasting mentor relationship based on inclusion and trust

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2023 Fall Carousel

- **Fall Carousel Key Dates**
  - Schedule is Available on Carousel homepage

Aug 21	Sept 22	Oct 12	Nov 2	Nov 10	Jan 2, 2024
Supervisors Submit Rotations		FCGs Rank Rotations in Carousel & Rotation Fair (Dates TBD)		Rotation Assignments Announced via Email	FCGs start new rotation

- **Fall Carousel Updates**
  - HTHD Defaulted to *Blank*, even for re-submitted positions
    - All supervisors will be required to specify for their positions
  - "Can Accommodate Fully Remote FCG" will be changed to "On-Site Work Required"
  - "Work Pattern Details" is a required text field for all positions
    - Supervisors are expected to share details regarding their team's typical working pattern

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Supervisor/Advisor Resources

ET FCG Supervisor and Advisor Resources

➢ Your ET FCG Development Committee representative (see next slide for listing) – Don't hesitate to engage your Rep!

➢ Other experienced ET FCG Supervisors and Advisors for advice and suggestions

➢ HRBO (as you would with any GSR matter requiring HR guidance/involvement)

➢ Ford OS Behaviors One Pager

➢ ET FCG Community

    https://azureford.sharepoint.com/sites/it-fcg

➢ ET FCG Carousel

    https://go.ford/FCGCarousel

ET FCG Development Committee Members

Rajda, Aaron arajda@ford.com;	Executive Sponsor
Nowicki, Matthew (C.) mnowick1@ford.com;	Committee Chair
Blackburn, Todd (TW) tblackb3@ford.com;	HR Recruiting IT
Grissom Thompson, Julie (J) jgrisso1@ford.com;	HRBO
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Meltser, Alina (A.) afeldman@ford.com;	FMCC
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Heydel, Catherine (C.R.) cheydel@ford.com;	TES & Staffs IT
Hall, Dawn dhall182@ford.com;	Ford Next

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2023 ET FCG Council Members

- Council Leads: Emily Grabb (egrabb) / Zach Schallenberger (zschalle)
- Carousel: Amanda Rivet (arivet)
- Experience: Cameron Walker (cwalk210)
- Finance: James Kane (jkane39)
- Innovation: Mary Maclachlan (mmaclac3)
- Media: Jacinda Green (jgree372)
- Onboarding: Emma Stoeckle (estoeckl) / Nuha Malik (nmalik11)
- Offboarding: Adam Bisignani (abisigna)
- Special Events: Patrick McGrath (pmcgra17)
- Volunteering: Grace Barna (gbarna)

2023 - 2024 ET FCG Council

COUNCIL LEAD — Emily Grabb
COUNCIL LEAD — Zach Schallenberger

CAROUSEL — Amanda Rivet
EXPERIENCE — Cameron Walker
FINANCE — Jimmy Kane
INNOVATION — Mary MacLachlan
MEDIA — Jacinda Green
ONBOARDING — Emma Stoeckle
ONBOARDING — Nuha Malik
OFFBOARDING — Adam Bisignani
SPECIAL EVENTS — Patrick McGrath
VOLUNTEERING — Grace Barna

Miscellaneous

Current status on remote work options for FCGs:

It is the Dev Committee's expectation that the majority of positions available in 2024 will support some work from home and this should not be used as a reason for an FCG to leave the FCG program early.

Posted positions will be required to indicate whether the position is hybrid and whether the position is HTHD

Suggestions from our community of FCG supervisors and advisors. Please follow up directly with the contributor if you have questions.

A rubric for FCG and advisor monthly meetings (Greg Stockton)

- Tell me some things that went really well

- Tell me some things that didn't go well, or mistakes you made

- What are other things that went on you didn't expect

- *I share the same things, esp. any mistakes I made*

- Special topics

For Supervisors:

- Pair the FCG with an experienced member of the team to help the FCG ramp up faster

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Q & A

Thoughts / Comments