



## Structuring Supervision

Spontaneous conversations in the hallway and team meetings should never replace regularly scheduled individual supervision with each member of your staff. These meetings provide employees with a predictable time during which they will have your undivided attention. You and your staff can make best use of this time by both being prepared. Meetings allow you to focus on the following types of information:

- Are there action points from your last meeting to check in on?
- Do you have information to share?
- Do you need to spend time together planning or problem solving?
- How is your staff person managing interpersonal relationships with colleagues and employees she or he may supervise?
- How is your relationship working?
- Are there professional development issues to be addressed?

It is important to remember that planning for and conducting supervision meetings will take a significant portion of your time. Effectively supervising your staff is an investment that contributes to good morale, productivity and the prevention of problems.

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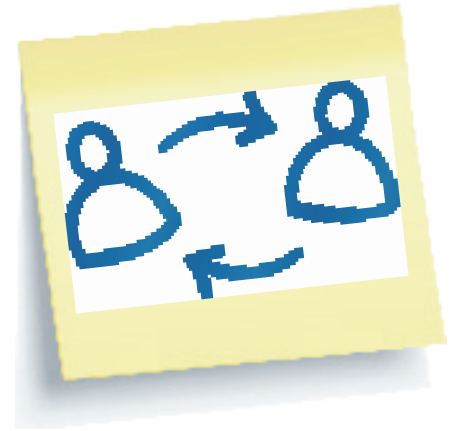
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# WORKSHEET

## Supervision Preparation

Meeting with:

Date:

My dominant supervisory style is:

This staff members approach tasks is generally:

Therefore, I need to remember:

Other considerations:

### The agenda for this supervision meeting includes:

Sharing the following information:

Checking in on these projects/tasks:

Talking about how the following relationships are going:

Exploring upcoming work:

Considering these training and professional development needs:

Over 



## WORKSHEET

Discussing these aspects of our supervisory relationship:

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I need to ask about these items from our last meeting:

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I will report back on these things we discussed last time:

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Other items from last supervision:

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# WORKSHEET

## Supervision Follow Up

Meeting with: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

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Feedback I shared included:

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Feedback I received included:

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### Short-term Action Steps

The staff person agreed to complete the following tasks:

Task 1

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by date: \_\_\_\_\_

Task2

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by date: \_\_\_\_\_

Task3

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by date: \_\_\_\_\_

I agreed to complete the following tasks:

Task 1

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by date: \_\_\_\_\_



## WORKSHEET

Task2

by date:

Task3

by date:

### Future

Items for us to discuss next time:

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Upcoming projects:

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I can be more helpful by:

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Professional development needs or possibilities we've discussed:

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Other notes or issues to track:

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