

IHSA Effective Supervision

Learning Objectives:

- A. Participants will learn the importance of supervision in managing quality programs
- B. Participants will learn skill necessary for effective supervision
- C. Participants will learn steps in preparing for annual evaluations how to effectively develop the evaluation to support staff development.

Outline of Workshop:

A. What is Supervision

- 1. Supervision vs. Monitoring
- 2. Components of Supervision

B. What are the Core Competencies or Critical Skills necessary for Effective Supervision

- 1. Decision Making
- 2. Problem Solving
- 3. Planning
- 4. Delegation
- 5. Meeting Management

C. Employee Performance Evaluation, not a once a year activity

- 1. Conducting ongoing performance evaluation
- 2. Making the evaluation process a collaborative and skill building activity