Pre-Supervisor Student Instructions / Pre-Course Work

Course Description

This pre-supervisor's course is designed to acquaint the prospective supervisor with an awareness of the demands and functions of the world of supervision. Participants will be presented with a variety of real-life supervisory scenarios and asked to evaluate and strategize how they might be understood and resolved. This course is more about identifying the systemic functions of supervision rather than developing specific supervisory skills the participant may or may not use dependent upon promotional opportunities or personal incentive. It is intended to promote an understanding of the supervisor's role, an awareness of what the student brings to the position, and what that fit looks like. It should provide both the student and the organization a realistic framework from which to decide if this is a direction they wish to pursue.

Course Expectations

- There will be homework, although some class time will be allotted to working on the assignments.
- This course involves a large amount of group work and presentations.
- We expect you to arrive on time every day and fully participate. Virtual classes require cameras to be on.
- Excused absences of more than four hours, or any unexcused absence, will result in non-completion of the course.
- You will need a computer with a working microphone, camera, and stable internet to participate in the course.
- You will need to download course materials; we also recommend that you have note-taking materials available.
- If you have located any reference materials you would like to use or share, feel free to bring them.

Course Objectives

Participants should be able to:
- Accurately describe the world of the supervisor in terms of both its challenges and opportunities.
- Identify their personal assets and liabilities as they relate to supervision.
- Describe the systemic forces that often fragment organizations and work units and create internal conflict and division.
- Demonstrate an understanding of the challenges faced by first-line supervisors in creating an organizational partnership at all levels.

- Explain how to create an agency culture that promotes and enhances teamwork and collaboration.
- Evaluate their Emotional Intelligence and how it applies to the world of supervision.

Prepare a 7-10 Minute Presentation

- You will be expected to deliver a 7-10 minute presentation on the first morning of the training.
- You will be giving your presentation on the "Role of the Supervisor" in your organization.
- See the enclosed rubric for guidelines on how your presentation will be evaluated. Make sure the presentation complies with the following guidelines:
  - ✓ Conforms to the 7-10 minute timeline.
  - ✓ Demonstrates your understanding of the supervisor's role.
  - ✓ Reflects your preparation and research.
  - ✓ Demonstrates good organization.
  - ✓ Demonstrates a professional presentation delivery.

Student and Supervisor Evaluations

- You will be provided a Pre-Supervisor Class Leadership Matrix to fill out. The template identifies supervisory responsibilities that are essential to being an effective supervisor. You will be expected to evaluate the role of the supervisor in your organization, and you will need to bring your completed leadership matrix to class on Day 1.
- You will need to provide a Pre-Supervisor Class Leadership Matrix to your immediate supervisor to fill out. They will evaluate you as a new supervisor in the organization. Your supervisor will need to put their survey results in a signed and sealed envelope that you will bring to class on Day 1. The instructors will tell you when to open this envelope. This information will be used by you in developing your final presentation entitled "My Leadership Plan".

Student Expectations

- You are expected to arrive at class prepared, with pre-course work completed, and appropriate technology to fully participate in the class.
- Please notify instructors with any attendance concerns. A cumulative absence of more than four hours will result in unsuccessful completion.

Course Materials

All course materials are located in Box.com; a link will be provided on the first morning of class.

Course Performance Tasks

- Complete the pre-course work.
- Participate in daily team presentations on identified aspects of the supervisory role.
- Complete daily reading assignments and be prepared to discuss them in class.
- Evaluate your challenges and opportunities as a prospective supervisor.
- Deliver a presentation on your understanding of effective leadership and your self-development plan.

Course Assignments and Grading

- Assignments Due:
  - ✓ Pre-course Leadership Matrix Completed by Student (Due Day 1)
  - ✓ Pre-course Leadership Matrix Completed by Supervisor (Due Day 1)
  - ✓ Pre-course Presentation (Due Day 1)
  - ✓ Team Presentations (Daily)
  - ✓ Reading Assignments (Daily)
  - ✓ Final Presentation: "My Leadership Plan" (Due Day 5)

- Grading: Rubrics will be provided to evaluate the following areas:
  - ✓ The Role of the Supervisor
  - ✓ Team Presentations
  - ✓ My Leadership Plan