SUPERVISORY TASKS

ADMINISTRATIVE

To hire
To train/educate
To coordinate
To set goals
To clarify program goals
To oversee paperwork
To write reports
To enroll new children/families
To reach out into community
To write new grants
To address consequences

RELATIONSHIP-BASED

To meet regularly with staff
To establish/follow a routine
To protect time/few interruptions
To follow up when absent
To work collaboratively
To observe/listen carefully
To follow worker’s lead
To respond with empathy
To ask questions that encourage details
To teach, guide, nurture, support
To share examples from your work
To allow worker time to think
To remain emotionally available
To allow worker to reflect personally on what she sees/feels
To set limits/keep safe

D. Weatherston, Ph.D., Merrill-Palmer Institute/Wayne State University, 2002