

Assess Yourself: Staff Development Tasks

The following tasks represent prominent tasks and responsibilities of a supervisor. Print and cut each card as indicated, and follow steps 3 and 4 in the **SEED: SUPERVISION FOR EFFECTIVE EMPLOYEE DEVELOPMENT GUIDE**.

Check
timesheets

Demonstrate
each new task I assign
to a staff person

Conduct regular observations
(once a week for new tasks,
monthly for emerging tasks,
quarterly for established tasks)

Conduct
performance reviews

Ensure cabinets are
stocked with required
materials and supplies

Provide
developmental
feedback

Review code of
conduct and changes
in HR policies

Set task priorities
and due dates



Support staff to
plan new tasks

Coach
staff to identify their own
solutions to challenges

Evaluate outcomes
of staff tasks

Provide enough input
and resources for staff
to make informed
decisions and choices

Give
clear instructions

Solicit
input from staff about
problems or challenges

Check
for understanding

Solicit
input from staff about
new ideas to implement

Problem-solve
with staff around
particular challenges

Celebrate
staff successes
and effort



Work with staff to develop an understanding or analysis of a problem

Offer
new perspectives to staff

Connect
staff strategies to frameworks, research, or data to inform their thinking

Support staff to develop systems and tools in areas they struggle in

Brainstorm
possible solutions with staff

Offer
on-going training and support to build staff's competency and mastery

Maintain
responsible boundaries with staff

Recognize, express, and cope with feelings and emotions of others

Provide input and feedback tailored to an individual's learning style

Cope with the demands and pressures of the supervisor's or leader's role



React proactively by building relationships and leading by example

Maintain
a positive mind-set in times of change and in challenging situations

Focus on understanding others before seeking to be understood

Establish
a clean and organized work environment

Pose incisive questions and challenge when deemed necessary

Advocate for staff's on-going well-being and self-care with upper management

Support staff to set and achieve goals that benefit both the team and the individual

Send
out updates, reminders, and communications in a timely manner

Motivate
and encourage staff to greater achievement

Provide acceptable lead times and reminders to complete projects



Ensure
staff are paid in a
timely fashion

Ensure staff are reimbursed
for out of pocket expenses
in a timely fashion

Ensure
staff are not
over-working

Reward
extra effort or hours

Provide
incentives to
motivate staff

HEADING CARDS

Use these three cards as headers for each of your lists.

Things I Do Now

Things I Should Do

**Things I Don't
Need to Do**

