

## **PRE-COURSE INSTRUCTIONS**

### **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 confronted 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 role of the supervisor, 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; however some class time will be allocated to work on the assignments.
- This course involves a large amount of group work and presentations.
- We expect you to arrive on time every day.
- Daily attire is business casual (khakis & collared shirts, etc.) – not department uniform.
- Excused absences of more than four hours, or any unexcused absence, will result in non-completion of the course.
- We strongly encourage you to bring a laptop computer with Internet access (air card), as research will be conducted throughout the course.
- We will provide some course materials, but we also recommend that you bring note taking materials as well.
- 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 the first line supervisor faces in creating '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 the first morning of the training.
- If you have located any reference materials you would like to use or share, feel free to bring them.
- 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 'professional' presentation delivery.

### **Student & 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.

### **Student Expectations:**

- You will have some access to computers for research. We encourage you to bring a laptop for research. If you choose, during designated work times, to leave the campus and work elsewhere, let the facilitators know you are leaving.
- Please notify instructors with any attendance concerns. Since this is a short class, one half-day absence may result in unsuccessful completion.
- Please avoid using cell phones or PDA's during class time.

### **Course Materials:**

Instructors will provide necessary materials at appropriate times.

### **Course Performance Tasks:**

- Complete the course 'pre-work'.
- Track your learning experience through the use of a 'Daily Reflection Journal'. The purpose of the daily journal assignment is for you to reflect upon your experience in the exploration of the role of the supervisor. Reflection journals will be provided by the Commission and will be collected periodically during the course. You will be provided a 'rubric' which outlines the journaling expectations at the end of Day I of the training.
- Participate in daily team presentations on identified aspects of the supervisory role.
- Complete the daily reading assignments and be prepared to discuss them.
- 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)
  - ✓ Reflective Journal Entries (Daily)
  - ✓ Reading Assignments (Daily)
  - ✓ Final Presentation: "My Leadership Plan" (Due Day V)
- Grading: Rubrics will be provided to evaluate the following areas:
  - ✓ The Role of the Supervisor
  - ✓ Team presentations
  - ✓ Journaling

### **WSCJTC Core Values:**

#### **Commitment to Professionalism**

We commit to service, while demonstrating a positive attitude and mastery of knowledge, skills, and abilities within our roles.

#### **Commitment to Accountability**

We acknowledge that we are accountable to everyone we serve, and to each other for our actions and decisions. We welcome that responsibility.

#### **Commitment to Integrity**

We value candor, honesty, and ethical behavior. We are committed to doing the right thing for the right reason.