

Training Resources for the Environmental Community Presents:

Supervising With Confidence



Presented by: Kristi Chester-Vance

Co-Executive Director, TREC

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Land and People Acknowledgement



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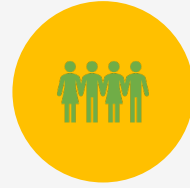
This webinar will offer:



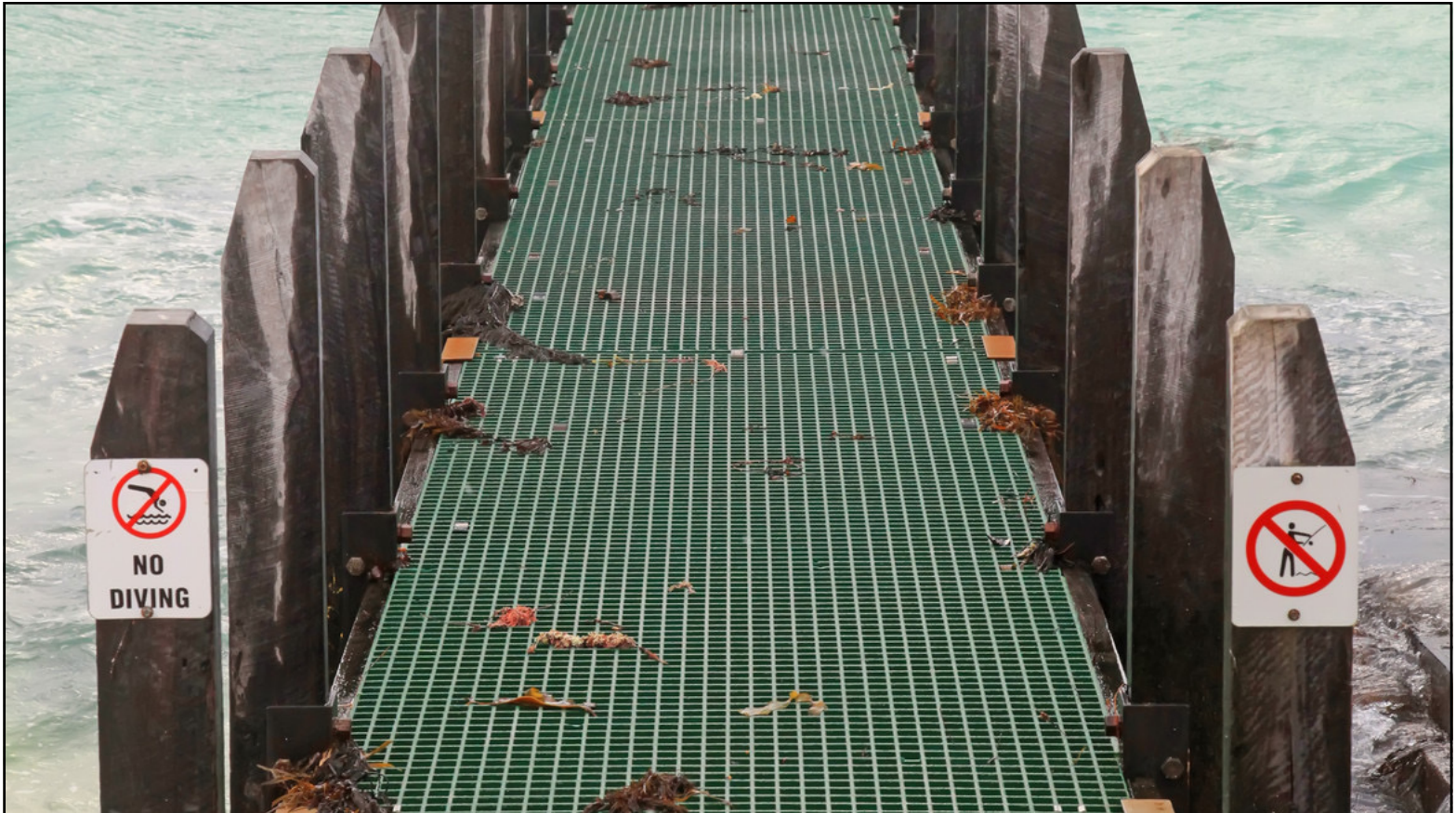
**Foundational five-step
process for supervision**



Simple, pragmatic tools



**Practices to empower both
you and your staff to support
inclusive and engaging
workplace**





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Did you know?

70%

of an employee's engagement is determined by their relationship with their supervisor?

Gallup Business Journal; 2015



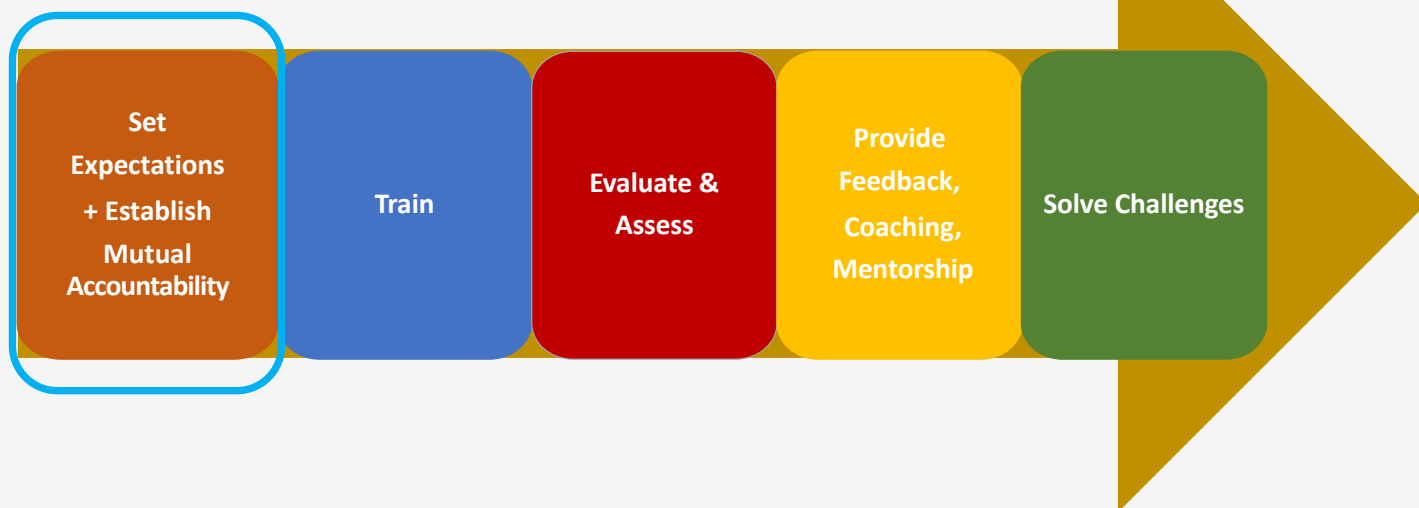
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The #1 reason BIPOC workers remain at their organization is because their perception of their organization's employee development, evaluations, and promotion practices are fair and equitable.



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Foundations of Management



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Set Expectations

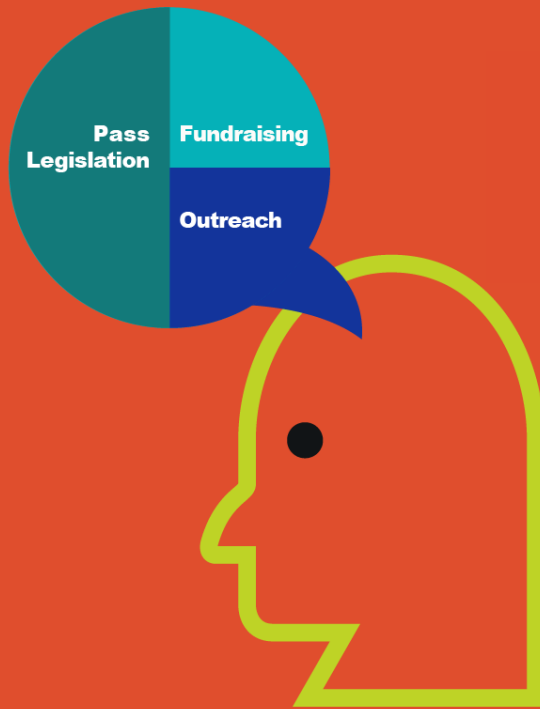
Set
Expectations
+ Establish
Mutual
Accountability

- Annual operating and strategic plans
- Workplans with S.M.A.R.T. objectives
- Clear job descriptions
- Team guidelines for behaviors
- Organizational values
- Community agreements
- Clarify preferences and surface biases
 - What does success in your relationship look like?
 - What lets you know someone is invested in their work?
 - What are indicators of high potential?



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Sample Work Plan

Core Responsibilities

S.M.A.R.T. Goals

Specific, Measurable, Attainable, Relevant, Timely

Work Plan Template

NAME:

Year and Quarter:
2023, Q1

SUPERVISOR:

How & where will you spend your time?

Core Responsibility Areas: Based on your job description and your understanding of your day-to-day work, please list the three to five major areas you'll be focused on in the coming three months.

	Core Responsibilities	Est. % of Time
1	Project A	30%
2	Project B	20%
3	Project C -	15%
4	Project D (consider time for supervision. Roughly consider 25% of FTE for manage	25%
5	Project E (Consider time required for emergent opportunities/challenges)	10%
TOTAL PERCENTAGE = 100%		100%

Core Responsibility Pie Chart

■ Project A

TOP OBJECTIVE(S) FOR EACH Core Responsibility Area (next 3 months)

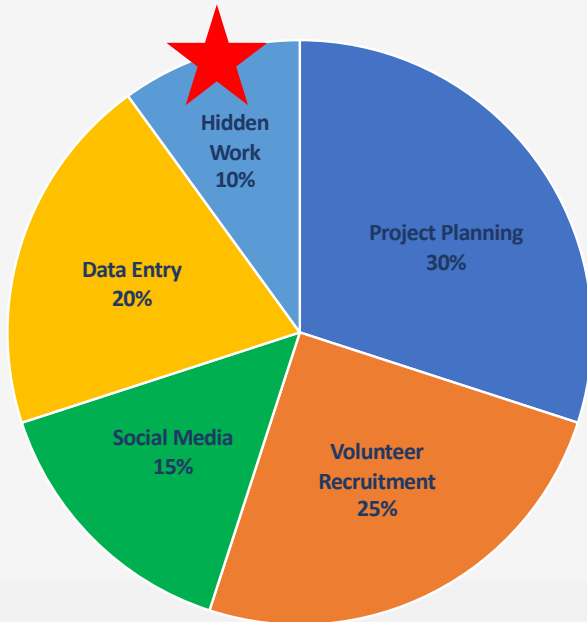
What are your top objectives for each core responsibility area? Your objectives should be S.M.A.R.T. (see "SMART" tab below). Push yourself a bit so that these feel ambitious & slightly uncomfortable.

1	
2	
3	
4	
5	

Employee Capacity

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Sample Work Plan: Check In Agenda



- Personal check in
- Review last week's agenda items
- Quick scan- was the time spent in accordance with the workplan pie chart? Any unseen work?
- Provide updates on all core responsibilities:
 - A
 - B
 - C
 - D
 - E
- Opportunities to step into leadership
- Successes this week from manager's perspective and the staff's
- How can the manager support the staffer?
- Feedback for manager from staffer
- Review action items for next week.

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Clear Goals & Expectations



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Gallup Business Journal 2015

Annual operating & strategic plans
Workplans & job descriptions
Team guidelines, values, agreements

It is your job to make
your organization's "hidden"
expectations visible!

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CLEAR IS KIND
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CLEAR IS KIND
CLEAR IS KIND



Drop your
answer in the
Questions
panel!

What aspects of your organization's cultural iceberg could you make more transparent to your staff?

Mutual Accountability

Your #1 job as a supervisor is to support staff and set them up for success.

- What is YOUR commitment to this?
- What is your plan if you cannot meet your commitment?



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Train



- **On-boarding and Orientation**
- **Assume training is required!**
- **Provide background + context**



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Evaluate & Assess



- Establish regular check ins
- Measure performance, results, and impact against stated expectations
- Test and renegotiate
- Bake it in!

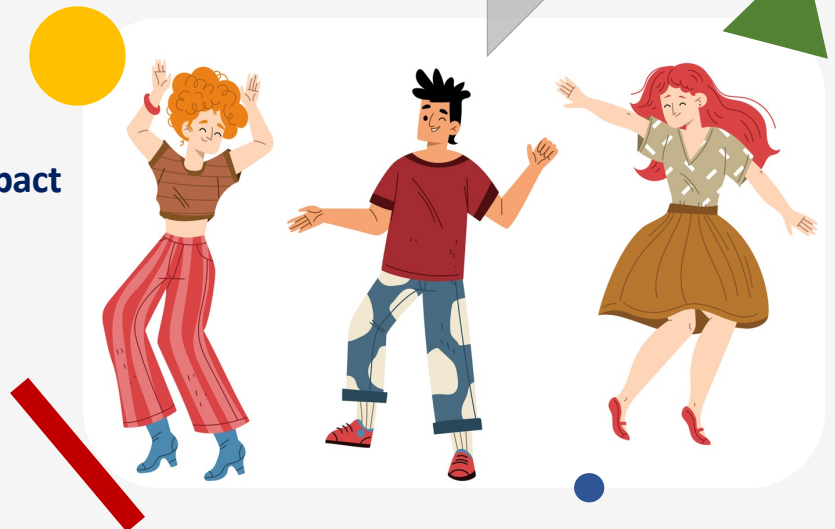
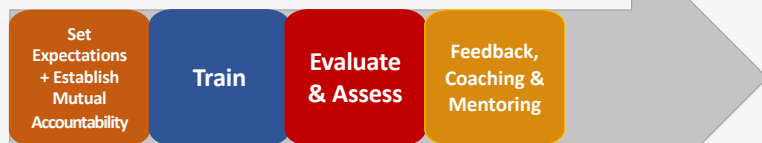


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Feedback, Coaching & Mentoring



- Give concrete examples of success and challenges that you want to address moving forward
 - Outcomes & behaviors that you want to support
- Opportunities for mentorship
- Coaching



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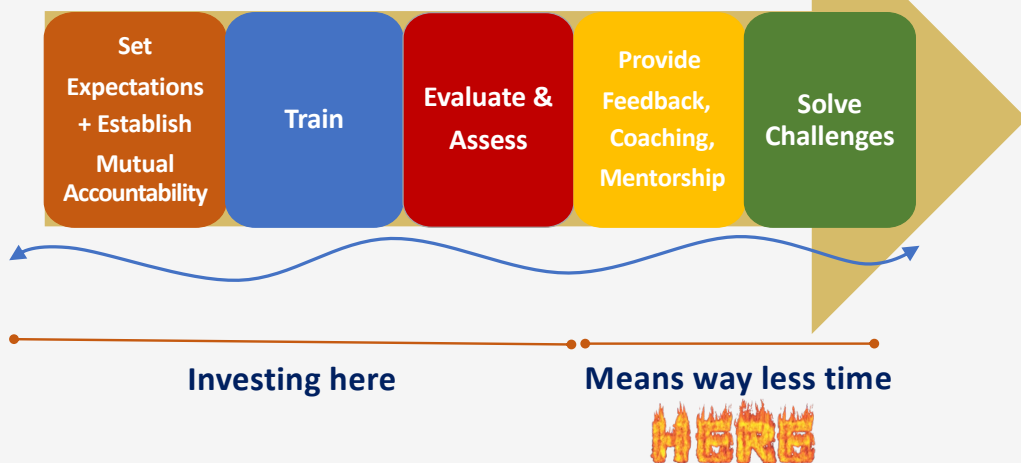


COIN Communications Model



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Solve Challenges



- Where is performance and/or impact not meeting expectations?
- What's required to get back on track?
- Ideally, there are no surprises here.



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Foundations of Management



Questions?