

# OUTLINE FOR SUPERVISORY CONFERENCE

## **Preparation:**

- What is my agenda for this conference with this worker?
- What are the key safety and high risk related cases and issues I must review?
- What are the professional goals I want to reinforce and support with this worker?
- What are the performance issues I want to address?
- Have I protected the conference time so I won't be unnecessarily interrupted or distracted?
- What are the worker's questions or issues from the last conference that I need to be prepared to address in this conference?
- Are there issues or information from administration that I need to share in this conference?
- Have I shared my agenda with the worker so the worker is able to prepare?
- Has the worker had an opportunity for input into the agenda?
- Have I prepared myself to focus and listen objectively and "lead from one step behind" (Tuning-in skills; solution-focused values and questions)?
- Have I considered the workers learning/work style in preparing the conference environment and my engagement style?

## **Engagement:**

- Greet the supervisee.
- Small talk, if appropriate for worker's learning/work style.
- Review and confirm agenda adding new items based on worker/supervisor input.

## **Work Phase:**

- Ask the worker to review a selected case.
- Ask worker about any changes in demographics, household composition or whereabouts.

### **Examples of solution-focused questions useful in exploring the area of safety.**

- Ask the worker for last safety assessment results and current safety plan.
- Ask the worker if child(ren) remains safe.
- Using scaling, ask the worker to assign a number that reflects the worker's confidence level about the child remaining safe, with 0 being no confidence at all and 10 being very confident.
- Ask the worker for information and observations that led the worker to assign that confidence number, especially exceptions to the problem behaviors and/or evidence of client making more effective use of strengths.
- Ask the worker what the client or others need to do to increase that number by one point.
- Ask what he or she believes the worker needs to do or continue to do to help the client reach that one point improvement.
- Ask what the worker needs in terms of supervisor support, training, etc. to effectively support the client's progress in meeting service/permanency goals.

**NOTE: the above questions can be modified to review current levels of risk and/or service plan objectives and to explore client and worker strengths and opportunities to promote positive change.**

**Ask worker about client's goals/"Miracle" (personal goals; family goals; well-being issues).**

What are the strengths that the client possesses that can contribute to accomplishment of the "Miracle"?

Has the client experienced any small part of the "Miracle"?

What can the worker do to further support positive movement toward the "Miracle"?

**Review worker's professional goals** (This review can be done periodically on a schedule determined by the supervisor and worker).

- Review goals
- Ask what the worker is presently doing to move toward accomplishing professional goals.
- Ask how well these efforts are working.
- Ask what else the worker can do.
- Ask what the worker needs from the supervisor and/or others to continue positive movement toward accomplishment of professional goals.

**Transition/Ending Phase:**

- Give/receive feedback about what was useful to the worker and what was less useful.
- Prepare tentative agenda for next supervisory meeting.
- Assign tasks that need to be accomplished in preparation for next conference with time-frames.
- Thank worker for preparation, presentation of information and feedback.