

# Preparing for your new role in Supervision and Management

You:

Why did you choose this new position? What are you hoping to accomplish?

What is your Mission in this role?

What is your vision for the workplace and organization from this new position?

Is there additional training you would like to receive to support your new position?

Your Support Network:

Do you have clarity on when and how to express your need for additional support and guidance?

Do you have clear understanding of communication styles between you and your direct supervisor?

Who is part of your cohort/team of fellow supervisors and managers for you to build community with?

Communication Strategy for you and staff:

What is your communication style?

How do you prefer to receive feedback?

Create meeting space for 1 on 1 supervision with staff and to gather information understanding communication, feedback styles and create agreement on norms for team morale and a healthy and inclusive workplace environment.

Support & Communication Network for Staff:

Do your staff understand the procedure and expectation for seeking support in the event you are not available?

If you work in settings that meet outside of a 9am-5pm work schedule, have you determined a strategy with staff, to identify what is considered immediate, urgent, crisis response and what can wait until the next workday?

Supervision Plan:

Create a format that meets your needs and staff goals.

Share with staff so they know what they can expect from supervision meetings.

Schedule and encourage prioritizing these communication check in points.

Ensure staff leave supervision with clarity on their role, insight on what is going well and areas of growth that demonstrate your investment in their development.

**Conflict Management:**

What do you need to support staff?

What do you need to offer culturally affirming support?

Are you prepared for courageous conversations when staff bring grievances concerning bias, racism, subtle acts of exclusion or discrimination?

Positive: Don't forget to recognize the good stuff!



Begin the day with a fresh perspective.  
Let's make today amazing together.

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