Menu of Development Activities

Program Supervisor

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| Key Competencies | Development Activities to Gain Technical Competencies |
| 1. Problem solving/Crisis Management    1. teaching and supporting others to do so. 2. Managing People/Staffing    1. Hiring process/ Conflict/Grievances    2. Developing teams 3. Writing/Oral Presentation/Technical Piece (MS office) 4. Higher level systems meetings/Systems thinking/Systems talking 5. Budget/ Sched A/B 6. Training / Subject Matter Experts 7. Program Enhancement and Development | 1. Using a role as a succession role.be involved in those discussion to provide exposure. Gaining exposure to opportunities that a supervisor carries out. 2. Peer mentor to brand new staff/supervise practicum student. 3. Observe and/or participate in interview and selection process 4. Reviewing expenses/ bill backs. Nominal Roles. Reviewing Sched A’sto learn technical aspects of the role 5. Go internal to cover a program for holidays etc. 6. Shadowing meetings. Debrief it after. then contribute/present meeting. 7. Scenarios/Vignettes get into the mind of a supervisor/manager thinking. 8. Add leadership in staff meetings. Have the person chair the meeting. 9. Mentor relationships Giving and receiving. 10. Shadow Cofacilitate/Training 11. Training or coaching and leading it to a group 12. Identifying gap through program review leading and developing through program enhancement plan. |