

# *Strategies for Successful Supervision*



## *As a Supervisor:*

*How do you get  
a new employee  
"up to speed"  
so that they are  
a productive member  
of the team?*



## *As a Supervisor:*

*Who is responsible  
and who is accountable  
for program outcomes?*



## *As a Supervisor:*

*How will staff  
be evaluated on the  
quantity and quality  
of their performance?*



## *As a Supervisor:*

*How can you retain staff  
once they are  
contributing members  
of the agency?*



## *Supervision*

*Defining your role as a  
supervisor, manager, teacher,  
director, team lead, counselor,  
trainer, coach, mentor...*

*What does a supervisor do?  
What are they responsible for?*

## *Program Onboarding*

*How do you get  
a new employee  
"up to speed"  
so that they are  
a productive member  
of the team?*

## *Program Onboarding*

*Processes & Procedures  
Prevention Basics  
Job Specific  
Professional Development  
Prevention Certification*

## *Responsibility and Accountability*

*Who is responsible  
and who is accountable  
for program outcomes?*



## *Job Description*

*What is expected of me?*

*"A written job description  
with clear measurements  
will be utilized for  
performance evaluations."*



## *Job Description*

*Clear?*

*Concise?*

*Can or Can't ?*

*Will or Won't ?*



## *Performance Evaluation*

*How will staff  
be evaluated on the  
quantity and quality  
of their performance?*



## Performance Evaluations When ?

- Tasks Completed- Weekly
- Program Performance Measures- Monthly
- Performance Reviews- Quarterly
- Performance Evaluation- Annually



## Performance Evaluations How ?

Task completion,  
Performance measured,  
Objectives achieved.

Is the formal evaluation Objective or Subjective ?

## Six Performance Measures

- 1 Falls below expected performance
- 2 Meets some position requirements
- 3 Meets most position requirements

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- 4 Consistently meets all position requirements
- 5 Consistently exceeds all position requirements
- 6 Exceptional performance beyond all position requirements

## Factors Affecting a Nonprofit's Ability to Recruit and Retain Staff

An estimated eight out of ten (79%) nonprofits identified **salary competition** as a factor preventing them from filling job openings.

Nearly a quarter (23%) of respondents stated that the **inability to find child care** affected recruitment and retention.

Comments from respondents identified additional causes including **stress and burnout**.

<https://www.councilofnonprofits.org/tools-resources/nonprofit-workforce- shortages> August 2022

## Living Wages for Texas

<https://livingwage.mit.edu/>

	1 ADULT				2 ADULTS (1 WORKING)			
	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children	3 Children
Living Wage	\$16.79	\$33.92	\$42.81	\$55.98	\$26.85	\$33.05	\$37.82	\$42.04
Poverty Wage	\$6.53	\$8.80	\$11.07	\$13.34	\$8.80	\$11.07	\$13.34	\$15.61
Minimum Wage	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25

<https://livingwage.mit.edu/lwdata/48> June 2022

## How much does it cost?

Someone's time (and salary) to post the job, recruit, interview, hire, process, I-9, W-4, background check, payroll, insurance, building access, P&P, orientation, employee handbook, office tour, team introductions, set up a workstation, office supplies, email, shared drives, user accounts, staff badge and more- all before the 1<sup>st</sup> day....



## Additional Supervision Training:

### Virtual:

Supervision of Prevention Professionals Conference  
<https://preventiontrainingservices.com/wp/supervision2023/>

**Face to Face:** 2024 Supervision Summit  
 Live in New Braunfels Texas

<https://preventiontrainingservices.com/wp/summit/>



*As a result  
of this training,  
what will you do  
to improve  
your current  
prevention program?*



## *References*

<https://ctb.ku.edu/en/table-of-contents/leadership/effective-manager/staff-supervision/main>

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<https://buc-ees.com/careers/>

<https://livingwage.mit.edu/states/48>

<https://sparkbay.com/en/culture-blog/employee-retention-strategies-2#47>

