

Pre-Work Assignment: Supervisor Checklist

Read the checklist below and checkmark those items that you have already done as a manager. Put a circle around the numbers for those areas you have not completed.

1. Facilitate a team discussion around team charter, goals, processes, and norms.	
2. Orient each new staff member to your team. (Job duties, team mission, processes, norms).	
3. Serve as an example of servant-leadership by asking others, "How can I serve you better?"	
4. Ensure every staff member knows what is expected of them with clear performance standards.	
5. Meet with each staff member on a regular, consistent basis.	
6. Provide on-the-spot and on-going coaching and feedback for staff members.	
7. Ensure every staff member knows the goals of your county and how they fit into the wider mission.	
8. Identify team processes and standard ways of doing things (and ask your staff what could make things better).	
9. Periodically review and update your team norms. (Quarterly basis).	
10. Rotate leadership by allowing staff members to facilitate staff meetings.	
11. Create a positive work environment with frequent recognition and positive feedback.	
12. Tailor recognition methods to each individual team member.	
13. Set up frequent "huddle" or team meetings to communicate important team information.	
14. Identify HR Do's and Don'ts & maintain a good relationship with your HR rep.	
15. Adapt your style to the styles of your team members and external customers.	
16. Incorporate the tool of coaching with your team members and engage them in solutions.	
17. Continually ask for feedback from others on how you are doing on your leadership.	
18. Share with your staff the results of the feedback and strive to close the gaps.	
19. Provide professional development opportunities to your staff and ask "How can I help you implement what you learned?"	
20. Practice effective meeting management and encourage input from every staff member.	
21. Help staff members deal with change by talking with them about what you know, encouraging input, providing reassurance, and helping them take initiative in creating a positive future.	
22. Reinforce team norms by discussing them at team meetings and sharing your own observations of yourself and your team on how well you are aligning yourselves against the norms.	
23. Build effective relationships with your peer managers and work to understand their roles better so as to better align departments for a unified whole.	
24. Evaluate each staff member and seek to use your evaluation meetings as a positive discussion on future goals.	