

LEARNING SUPPORT CHECKLIST FOR SUPERVISORS

Are your supervisees attending training? Your support before and after a training program will significantly enhance their ability to apply what they learn to their unique job role and to the specific needs of your organization. Some examples include:

BEFORE THE TRAINING

- Briefly explore the training program description to get a sense of the purpose and what the supervisee may gain from it.
- Discuss what the supervisee expects to get out of the program. Get concrete: “What are 3 things you want to be sure to learn in this training?”
- Share any of your expectations and any organization-level expectations.
- Set the expectation that you’ll be discussing the training in supervision to help them apply the learning.
- Ask the supervisee what they need from you to support them.
- Support them to schedule uninterrupted time to fully participate in training. Ensure job coverage by other staff.

AFTER THE TRAINING

- Prepare for supervision using this checklist as a guide.
- Engage in general discussion in supervision. For example:
 - What did you find helpful in the training? What did you struggle with?
 - What are 3 things you’ll apply to your job from the training?
 - What do you think the impact will be in doing these things?
- Based on the general discussion, support the supervisee to **apply** skills and other material they learned.
 - Help them **identify specific ways** to apply the material to their unique, specific role.
 - Consider approaches using **case discussions** or discussions of **other current workplace tasks**.
 - Consider **role playing** with the supervisee or other approaches to **allow them to practice**.
- Encourage the supervisee to **share what they’ve learned** with other staff. Examples include:
 - Give a “lunch and learn”-style talk to other staff on an aspect of the training program.
 - Create a handout for other staff on one or several of the training topics.
 - Compile a summary report of what was learned that can be shared with other staff.
- Ask your supervisee: Are there **other ways I can support you** to apply what you’ve learned? For example:
 - Identify **specific client cases** that are good examples to practice with and apply skills and reflections.
 - **Continue to use supervision** to discuss the concepts and how they apply to the supervisee’s unique work situation.