

## **SUPERVISORY TASKS**

### **ADMINISTRATIVE**

**To hire**

**To train/educate**

**To coordinate**

**To set goals**

**To clarify program goals**

**To oversee paperwork**

**To write reports**

**To enroll new children/families**

**To reach out into community**

**To write new grants**

**To address consequences**

### **RELATIONSHIP-BASED**

**To meet regularly with staff**

**To establish/follow a routine**

**To protect time/few interruptions**

**To follow up when absent**

**To work collaboratively**

**To observe/listen carefully**

**To follow worker's lead**

**To respond with empathy**

**To ask questions that encourage details**

**To teach,guide,nurture,support**

**To share examples from your work**

**To allow worker time to think**

**To remain emotionally available**

**To allow worker to reflect personally  
on what she sees/feels**

**To set limits/keep safe**

**D. Weatherston, Ph.D., Merrill-Palmer Institute/Wayne State University, 2002**