





# Effective supervision

## What to look for in a good supervisor checklist

Good supervisors have the right values, skills and knowledge to do the role, and should have a good understanding of the work that supervisees do, and of the setting that they work in. Use this checklist to help you think about your existing and potential future supervisors.

Important: It will be rare to find somebody who ticks all of these boxes without additional support or development. The checklist can help you to identify potential new supervisors and what support is needed to strengthen them and others providing supervision.

<b>Values, attitudes and behaviours</b>			If no, what development is needed to overcome this?
This person has the right <b>values</b> , <b>attitudes</b> and <b>behaviours</b> in their everyday work.			
This person acts as a role model to others.			
<b>Legislation, policy and guidance</b>			If no, what development is needed to overcome this?
Understands regulatory standards and requirements of adult social care services and/or the workforce, including from the CQC, Care Certificate etc.			
Knows the employer's duty of care.			

## Skills, supervision guidance and best practice



If no, what development is needed to overcome this?

An ability to remain calm under pressure.

Professionalism and a positive attitude.

Knowledge of organisational policies, procedures and standards for supervision, practice and performance.

How to develop and use supervision agreements.

How to share lessons learned from enquiries, feedback, inspection reports, research and successful interventions.

Good skills in reflecting on their own practice and being able to support others to reflect on their practice.

The ability to manage difficult conversations with honesty and openness.

## People management skills



If no, what development is needed to overcome this?

The purpose and functions of supervision.

Techniques for mediation and negotiation.

How to assess performance.

Effective communication and feedback.



Approaches to enable workers to develop reflective and critical practice.

How to motivate staff.

Appraisal and performance development review.

Approaches to anti-discriminatory practice / promoting equality and diversity.

Problem-solving techniques.

Time management techniques.			
Identify personal development needs.			
<b>People management skills</b>			If no, what development is needed to overcome this?
Managing work pressures.			
Organisational, individual and team performance.			
Managing resistance to change and development.			
Managing change and conflict.			
Good record keeping.			

**Further information and advice about Effective supervision, including practical ways to develop new supervisors, is available from [www.skillsforcare.org.uk/supervision](http://www.skillsforcare.org.uk/supervision)**