

Practicum 64: Supervision and Leadership

Name (please print): _____

Date: _____

This practicum measures how you apply the knowledge and skills you learned from module 64: Supervision and Leadership to the supports you provide.

Instructions:

- Complete Portfolio Project A (this can be completed individually or in groups)
- Complete Portfolio Project B (this must be done individually)
- **Use as much room as you need to explain each answer fully, you may attach or use additional pages if needed.** The amount of space in this document is not an indication of the length of your answer. However, the quality of the content is more important than the length. **Please type your answers if possible.**

Portfolio Project A: This project designed to provide an opportunity for affecting supervision or leadership systems within the agency. This can be completed individually or in groups. Examples of these types of projects include, but are not limited to:

- a. Devise a comprehensive plan for including people served in the interview process. Describe how you include direct support, mid-managers, and people served in developing and implementing the plan.
- b. Pick at least one employee who is struggling and develop a plan for coaching using “LaPointe’s Plan for Coaching.” Include steps you took to design, implement, and report the results and recommendations.
- c. Develop a recognition plan for your program or site. Implement, evaluate the results, and refine the program. Describe how you include direct support, mid-managers, and people served in all phases of the plan, including designing, implementing, and evaluating.
- d. Define a personal vision and plan for leadership. Address these questions in your vision/plan;
 - How would you like your program to develop in the next 1-3 years?
 - What skills would you like your staff to develop?
 - What progress would you like to see in the lives of the people with disabilities receiving support?
 - What steps need to be taken to accomplish this vision?
 - Describe how you include direct support, administration, and people served in developing and implementing the plan.

Practicum 64: Supervision and Leadership

5. Write a sample of a note of appreciation to an employee you supervise (or a coworker). Make sure it is detailed and specific, explaining exactly what you appreciate in the way they complete their job and interact with people served and their coworkers.

6. Describe five things you could do as a supervisor that will either help staff be calmer about the survey process and the presence of external evaluators and/or instill high expectations for positive survey results.

7. Identify a problem behavior exhibited by one of the staff you supervise. In the most specific and clear language possible, describe the observable behavior that needs to be addressed.

8. Think about a change that occurred in your agency. It could be a new policy, regulation, salary or benefit package. Describe what you did to prepare yourself and what you did (or could have done) to help prepare staff. Explain why preparation for changes was critical in this situation.

9. Think back to jobs you've had, positions you have held in organizations, classes you have taken, and other situations. At what times did you feel recognized for your contributions or efforts? When was this most meaningful? Why was it meaningful? What was it like when you weren't recognized for work or other contributions you made?

Practicum 64: Supervision and Leadership

10. Spend some time reflecting on what values are most important to you. **The workplace can be a forum for how we express and embody our deepest values.** Continually remind yourself of them and why they were chosen. Answer the following questions:
- What are the three most important lessons you've learned in your life and why are they critical?
 - Think of someone you respect. Describe three qualities in this person that you most admire.
 - Who are you at your best?
 - Review the following list and choose the three to four values that seem to be most important to you based on how you answered the preceding questions.

Authenticity	Balance	Commitment	Compassion
Concern for others	Courage	Creativity	Empathy
Excellence	Fairness	Faith	Family
Freedom	Friendship	Generosity	Genuineness
Happiness	Harmony	Health	Honesty
Humor	Integrity	Kindness	Knowledge
Loyalty	Openness	Perseverance	Respect for others
Responsibility	Security	Serenity	Service to others