Brainstorming Ideas from Groups in “Supervisor Toolkit” session
April 3, 2017
CEIA 2017 Conference, Denver

Ideas for Toolkit
1) Customizable forms:
   - First Day Expectations
   - Weekly Training Modules/Syllabus
   - Sample Learning Goals
   - Meeting Schedules
   - Check list before student arrives
   - Clarification of Company Policies - Confidentially

2) Suggestions to acclimate to work culture:
   - After hour networking
   - Lunch hour meetings
   - Networking overall

3) Professional Development:
   - Conferences Student could afford
   - Professional Journeys they could reach
   - Imp people they should meet

THE SUPPORT BOX
Supervision
   - Welcome letter to first time supervisor
   - Memo of Understanding
   - Expectations for Students
   - Syllabus
   - Revised when incorporate students and employees

* FAQ's - Web link
* Communication at Start of Semester
* Website Resource Page
* Gifts + SWAG
* Brochure
DECK OF CARDS
- 52 cards
- multiple suits (theme)
  - Onboarding - store story
  - Key tenets
  - Share company values
- learning - get 3 learning domains - not clarity check-in
- pass the baton - encourage check - piece of ad
- personal/professional don't
  - set a goal - obstructed
  - provide critical feedback
- position, responsibility, role clarity
- process issues - horizontal work issues

- Clear, meaningful job description
- Organized hiring process
  - hierarchy of supervisors who cares to manage, coach, teach
- Goals setting & learning accountability
  - pipeline
  - theory & practice