

**Brainstorming Ideas from Groups in "Supervisor Toolkit" session  
April 3, 2017  
CEIA 2017 Conference, Denver**

Ideas for Toolkit

1) Customizable forms:

- First Day Expectations (both Supervisor/Student)  
ie: school break schedule, key people, stories
- Weekly Training Modules/Syllabus
- Sample Learning Goals
- Meeting Schedules - <sup>1st of soft skills</sup> Progress Reports  
Discussions on Professional Development
- Set-up check list before student arrives
- Clarification of Company policies - confidentiality
- Provide Employer w/ course syllabus

2) Suggestions to acclimate to work culture

- After hour networking
- lunch hour meetings
- Networking overall

3. Professional Development

- Conferences student could attend
- Professional lit they could read
- imp. people they should meet

THE SUPPORT BOX

Supervision  
And  
Student  
Success

- 0.) Welcome letter for first time supervisors
- 1.) Employer Memo of Understanding
- 2.) Expectations for Students
- 3.) Syllabus
- \*4.) Revised vision the incorporates students and employers

- \* FAQ's - web link
- \* COMMUNICATION @ START OF SEMESTER
- \* WEBSITE RESOURCE PAGE
- \* GIFTS + SWAG
- \* BROCHURE

# DECK OF CARDS

- 52 cards
- multiple suits (theme)
  - Onboarding
    - share story
    - key leaders
    - share company values
  - learning
    - 3 learning outcomes
    - role clarity check in
  - pass the baton
    - encourage doc's
    - piece of advice
  - personal/professional dev't
    - set a goal above + beyond
    - provide critical feedback
  - position, responsibility + tools for doing
    - role clarity
  - process issues
    - how to deal with issues

- discipline issues

- Clear, meaningful job description
- Organized hiring process, <sup>HR =</sup> onboarding <sup>& TRAINING</sup>
- identify supervisors who wants to mentor, coach, teaching
- Goals setting + requires on teaming (upward) presenting to executive team
- pipe line
- theory + practice