

## **Supervisor Homework (sample)**

- 1) Connect needs to recruit childcare providers. How would you do this in all four counties that we serve? Write a detailed list of ideas. (*Knowledgeable, Passionate/Committed, Critical Thinker*)**
- 2) Some case managers are not properly checking payment forms resulting in errors and repayments. Write in detail how you would determine who needs training, how you would train them, and what follow up action you would take to ensure your plan works. (*Effective Mentor/Trainer, Efficient/Organized/Well Prepared, Supportive of Personal & Professional Development*)**
- 3) Connect has to send out letters to community partners explaining the importance of child care, and why businesses should invest in quality child care. Write a sample letter to the recipient of your choice with these goals in mind. (*Knowledgeable, Passionate/Committed, Effective Communicator*)**
- 4) An employee consistently wears clothing and piercings that are not appropriate to work. Write a description explaining how you would address the situation the first time you notice it, and another description of how you would handle it the second time you notice it. (*Knowledgeable, Trustworthy/Approachable, Effective Communicator*)**
- 5) List ways you would improve morale with no money that we aren't currently doing. (*Critical Thinker/Resourceful, Respectful*)**
- 6) Monthly staff meetings are required. Write out a plan or agenda of a perfect staff meeting that involves all staff members. (*Critical Thinker/Resourceful, Experienced/Confident/Competent*)**
- 7) List the top 5 things you would do to improve case management quality, and a brief description of how you would make your ideas happen. (*Knowledgeable, Experienced/Confident/Competent, Accountable/Decisive/Responsible, Supportive of Personal and Professional Development*)**