

WORKING EFFECTIVELY WITH SITE SUPERVISORS

a problem solving activity

Goals

- To identify specific elements of successful site supervisor management.
- To encourage critical thinking.
- To generate many new ideas.

Time required

45 minutes

Materials Needed

- 4 Sharpie Markers for each group
- Post-It notes in 4 different colors (enough for each group to have one pad of each color)
- Newsprint pad, tape, tacks, marker pens
- Copies of **Handouts** for each participant; copies of “Categories Descriptions” for each working group.

Process

- Participants should be divided into smaller working groups.
- Second Trainer gives each group 1 pad of each Post-It note color, 4 Sharpies and one copy of “Categories Descriptions”.
- Hang sheets of newsprint with one of the following headings and colors on each:
 - “**COMMUNICATION WITH SITE SUPERVISORS**” – *blue*
(how you can successfully communicate with site supervisors)
 - “**COLLECTION OF DATA/INFORMATION**” - *red*
(ways that you have been able to gather data and information you need for reports and program monitoring)
 - “**COMPLIANCE WITH PROHIBITED ACTIVITIES**” - *yellow*
(how you go about educating sites about prohibited activities)
 - “**CREATING BUY-IN OF SITE SUPERVISORS**” – *green*
(what you can do to encourage site supervisors’ enthusiasm and “buy in” to your program)
- Trainer asks each group to identify a timekeeper to ensure that all categories are addressed within time allotted, and 4 notetakers (one for each color post-it) to write concepts on post-its. Trainer announces “*You have 15 minutes to discuss the elements of: **COMMUNICATION, COLLECTION, COMPLIANCE AND CREATING** of site supervisor management. List what you currently do and brainstorm some new ideas to address these areas. As you develop concepts, write each one on a post-it note of the color that corresponds to the areas identified. Keep it brief. One concept to each post-it note.”*

5. When time is called, trainer asks notetakers to place the post-its from their group on the newsprint sheets of corresponding colors.
6. Trainer leads the group in a discussion of each of the three elements and the ideas that the entire group has generated. Elicit details about any suggestions that are interesting or innovative, and encourage discussion.