

Supervisor/manager

Checklist to support your team’s learning and development

The aim of this checklist is to help you plan how to support your team and ensure they are able to use the skills and knowledge they gain from the fostering and adoption learning resources in their roles.

As a supervisor/manager you have an important role in:

- enabling your team members to identify their learning needs and goals;
- using your supervisory sessions or 1-to-1 meetings to help your team members review their learning;
- providing opportunities for your team members to practise using the skills and knowledge they have gained
- creating opportunities for your team to share best practice and learn from each other.

The checklist below lists the key factors that help individuals identify their learning needs and use their new knowledge in their working practice. Please read through the checklist and circle **Yes** or **No** for each of the items. There is space for you to write any actions you need to take to ensure you have addressed each of the areas.

1. Helping individuals identify their learning needs and goals

I have planned how I will:		
• Explain the importance of the learning and development activities and show how they relate to individuals’ roles.	Y	N
• Allocate time so that individuals can identify and prioritise their learning needs.	Y	N
• Agree SMART learning objectives with individuals.	Y	N
• Encourage individuals to select learning activities that meet their preferred learning styles.	Y	N
Actions		

Supervisor/manager

2. Using your supervisory meetings to review learning

I have planned how I will use supervision meetings to:		
• Allocate time to discuss the learning activities with individuals before they start the training.	Y	N
• Review the learning that individuals have gained and identify next steps.	Y	N
• Make links between the learning and the processes/systems that are used in the individual's role.	Y	N
• Review progress against the individual's action plan and / or learning log.	Y	N
Actions		

3. Providing opportunities to use the skills and knowledge

I have planned how I will:		
• Support opportunities for individuals to practise using the skills/knowledge they have gained.	Y	N
• Create / enable opportunities to discuss and share best practice and learning during team meetings.	Y	N
• Encourage colleagues to suggest ways that practice and performance can be continuously improved.	Y	N
• Provide constructive feedback on their practice and performance.	Y	N
Actions		