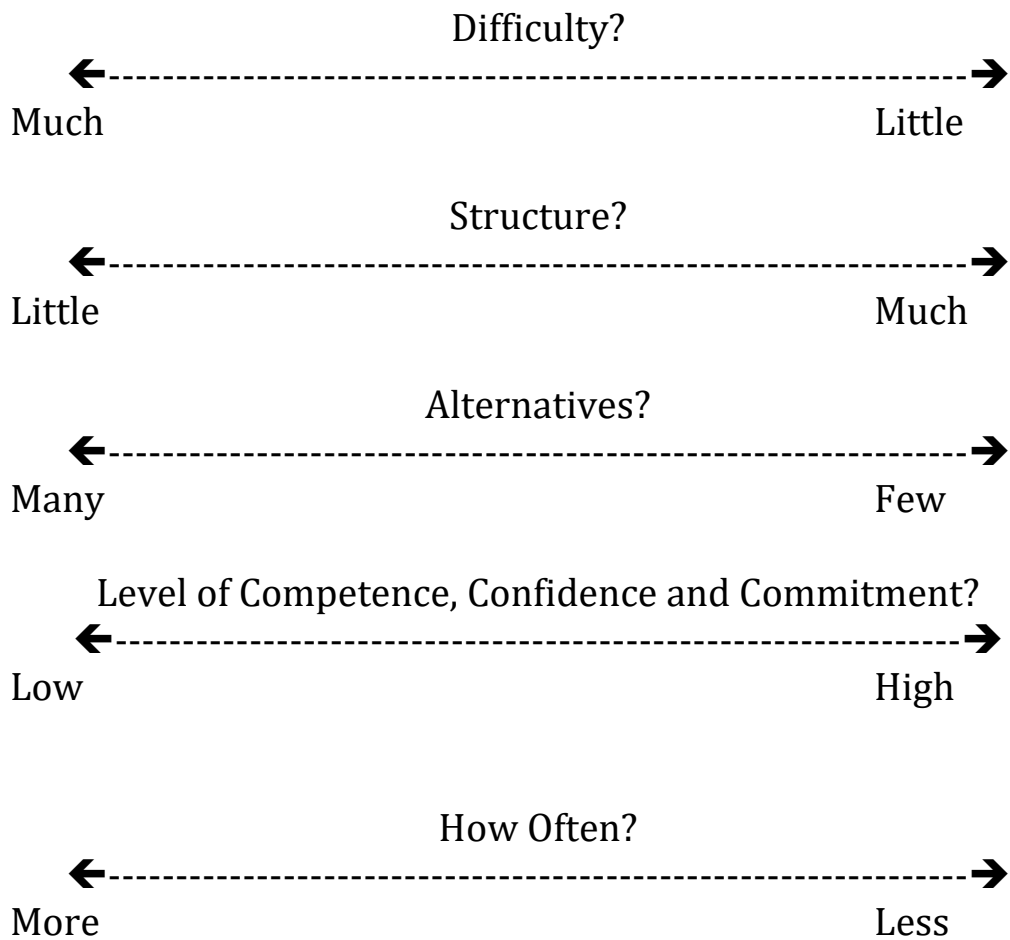


# Supervisory Conferences: How Often?

Benchmark: Once per week



Adapted from *Supervising for Optimal Risk Assessment and Case Planning* by Burt J. Annin and Mark Z. Hartford,  
Ohio: The Ohio Department of Human Services.

## Supervisory Conferences: How Often? (continued)

- The **difficulty** of the specific performance standards assigned to the worker. The more complex the tasks, the more often the supervisor should use the conference to discuss progress. The less complex the task, the less often the supervisor should need to meet with the worker.
- How **structured or unstructured** is the work environment. In a non-routine work environment such as intake, increased conferences may be necessary. For more structured activities, fewer conferences might be scheduled.
- How **repetitious or how different each time** is the practice or policy application required of workers. For new practices or policies, or policies with a wide variety of interpretations, more conferences may be needed. For established practices and policies with clear cut interpretations, fewer conferences may be needed.
- The **level of competence, confidence and commitment** of the worker, in relation to the most critical practice standards, will determine how often the supervisor should meet with the worker. The higher the combined degree of competence, confidence and commitment the worker has overall, the more a supervisor can delegate implementation of standards. Less competent workers should meet more often with the supervisor.

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