

Putting it All Together Action Plan

To support you with getting started on developing and improving your managerial skills, reflect on what you have learned in this course and write down one action you can take to improve your skill or knowledge in each of the following areas:

TOPIC	One action I can take to develop my skill in this area is:
<p>Making the Right Hiring Decision</p> <p>Consider:</p> <ul style="list-style-type: none">• Identifying prevention specialist skills and tasks• Implementing the hiring process• Conducting background checks	
<p>Providing Initial and Ongoing Staff Support</p> <p>Consider:</p> <ul style="list-style-type: none">• Communicating expectations• Supporting and encouraging professional development• Supporting program planning and implementation• Identifying Resources	
<p>Developing Effective Supervisory Skills</p> <p>Consider:</p> <ul style="list-style-type: none">• Qualities of effective supervisors• Guidelines for supervising staff• Tips for balancing your workload	