Leading others: Supervising, Managing and Leading

*Career Coaching with Corbett*
Session #10 of 11
March 8, 2018
Becky S. Corbett, MSW, ACSW
Ask Coach Corbett…

I prioritized my intentional growth and joined Coach Corbett and my colleagues tonight because…

I would appreciate it if we can address the following career readiness tools tonight…
Intentional Personal Growth
Accountability Check-In

Develop the right attitude,
learn more about your strengths,
tap into your passion,
become more in touch with your purpose,
and develop your skills…
so you can be all you can be.

John C. Maxwell, leadership author
Objectives

• Learn leadership is a verb, not a noun

• Define supervision and management

• Understand key characteristics for supervising, managing, and leading
Leadership

Group discussion:

*A leader is…*

Reflect:

*Do I see myself as a leader?*

*Leadership is a verb, not a noun. It is what you do.*

Ms. Kristy Holt, UASSW Title IV-E Coordinator
Supervision

Supervision is... guiding production and procedures of staff to accomplish a delegated goal or objective

Adapted from: Leadership, Management and Supervision Thomas P. Holland, Ph.D.
Institute for Nonprofit Organizations, University of Georgia
Management

Management is...overseeing activities to carry out plans and accomplish goals, including planning, organizing, delegating and coordinating activities

Adapted from: Leadership, Management and Supervision Thomas P. Holland, Ph.D.
Institute for Nonprofit Organizations, University of Georgia
Supervision Key Functions

• Setting realistic and measurable individual and team goals
• Translating delegated goals into action
• Conducting feasibility studies to refine work plan and to identify required resources and skills
• Building teams
• Ensuring understanding of work objectives and tasks
• Facilitating meetings, sustaining progress
• Monitoring progress toward goals and objectives
• Trouble-shooting, resolving problems and conflicts
Management Key Functions

• Planning and goal setting
• Delegating
• Sustaining communications
• Facilitating meetings
• Ensuring accomplishment of goals
• Monitoring staff performance
• Removing barriers to performance
• Managing oneself improving interpersonal skills
Leadership Key Functions

- Communicating expectations in the context of the big picture
- Being decisive
- Listening
- Being flexible
- Being supportive
- Encouraging people
- Celebrating successes
- Solving problems
- Planning long-term strategies
Next Steps

1. Identify: *Tonight I learned about supervising, managing, and leading; and I will...*

2. Mark your calendar for the next *Career Coaching with Corbett on Tues Apr 3:*
   - **Topic:** Passing a social work licensure exam after graduation

3. Repeat statement 3 times:
   - *Never, EVER, EVER, accept the first offer.*
Career Coaching with Corbett:
https://uasystem.zoom.us/j/2548470758

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Career Services Webpage

https://socialwork.ua.edu/current-students/career-services/
MSW Practice Interviews (virtual)

Mock interviews will be scheduled between April 10-12 and April 17-19. They will be conducted using Zoom. A reliable Internet connection and webcam is required to participate. Ms. Corbett will select a few sample questions and provide feedback during the 30-minute session.

1. Email beckycorbett@sw.ua.edu no later than Mar 30, midnight to schedule an interview time
2. Review sample interview questions on the career services webpage
3. Write answers to interview questions
4. Practice interview question responses in the mirror and with a colleague
5. Dress as if your interview is in-person and be on time
Contact Information

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(Tuesdays and Thursdays: 1 week to respond)

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