



Supervision Coach Leader Standard Work

Month:

Updated 8/15/23

Daily Activities	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Respond to Incoming Correspondence																									
Update Data Tracking Sheet																									
Self-Care																									
Day:																									

Day	Weekly Activities	Week 1	Week 2	Week 3	Week 4	Week 5
	Update Time Card					
	Engage in intentional learning					
	Update IEDP					
	Attend Supervision Coach Huddle					
	Attend Supervision Coach Unit Meeting (1st and 3rd Friday)					
	Complete coaching sessions					
	Complete administrative gemba walks					
	Complete clinical gemba walks					

Week	Monthly Activities	Status	Month	Quarterly Activities	Status
	Coaching Collaborative			Attend Region Supervisor Quarterly	
	Attend Supervisor Meeting (PM&Sups only-section 1)			Community Collaborative	
	Attend Supervisor Meeting (PM&Sups only-section 2)			Gemba with Peer Supervision Coach	
	Update LSW for following month				
	1:1 with Program Manager				
	Complete IEDP Coaching Session				
	Complete Assessment				
	Schedule next month's IEDP Coaching Session by the 20th				
	Schedule next month's Assessment by the 20th				
	Attend Alignment Meeting with Coaches/PM/PA				

Month	Annual/Bi-Annual Activities	Status
	Review AZ Performs with Supervisor	
	Attend Leadership Summit	
	Facilitate Supervisor Core	
	Facilitate Supervision Coach Training	
	Facilitate Huddle	
	Facilitate Coaching Collaborative	

