

Active Workplace Supervisor Training Activities



Facilitator:

This group of supervisor activities includes a supportive supervisor training, a behavior tracking worksheet, and an inter-supervisor observation worksheet. It can be used as part of the Active Workplace toolkit or as a stand alone tool depending on how much of the program you are implementing. The Supportive Supervisor Training gives supervisors the opportunity to learn about supervisor support and how to enhance support for safety, health, well-being, and work-life balance for all employees. The Behavior Tracking and Inter-Supervisor Observation activities are designed to help supervisors apply the information they learned from the Supportive Supervisor training.

To implement this activity, distribute the Supportive Supervisor Training to participating supervisors and give them time to complete the training (about 30 minutes). Once supervisors complete the training, give them the Behavior Tracking Worksheet (slides X-X) and the Inter-Supervisor Observation Worksheet (slide X). Have supervisors follow the instructions on each worksheet to complete the two activities.

For behavior tracking, supervisors will be asked to set a goal related to what they learned in the supportive supervisor training and track their behavior towards their goal for two weeks using the behavior tracking worksheet. Tracking your goal helps reinforce safe and healthy behavior so that it becomes a habit.

For Inter-Supervisor Observation, supervisors are asked to use the provided table to log how often they see other supervisors providing *Total Worker Health* Support or Family Support for employees. There is an optional spreadsheet that can be used to calculate and display the total number of supportive behaviors from all participating supervisors over the two week period. If you would like to provide supervisors with this feedback, you can collect all of the supervisor observation tables, enter the information into the spreadsheet, and show supervisors the resulting graphs.



Active Workplace Behavior Tracking Supportive Supervisor



Supervisors:

Set a personal goal related to supervisor support while at work for this behavior tracking activity. You will be asked to track your behavior related to your goal on the days you work for the next two weeks. There are a few behavior options listed below that you can choose from. Take a moment to think about what will work best for you.

Supportive supervisor related tracking options

- Total Worker Health supportive behaviors
- Family supportive behaviors

Write your personal goal here:

Activity

Daily Goal

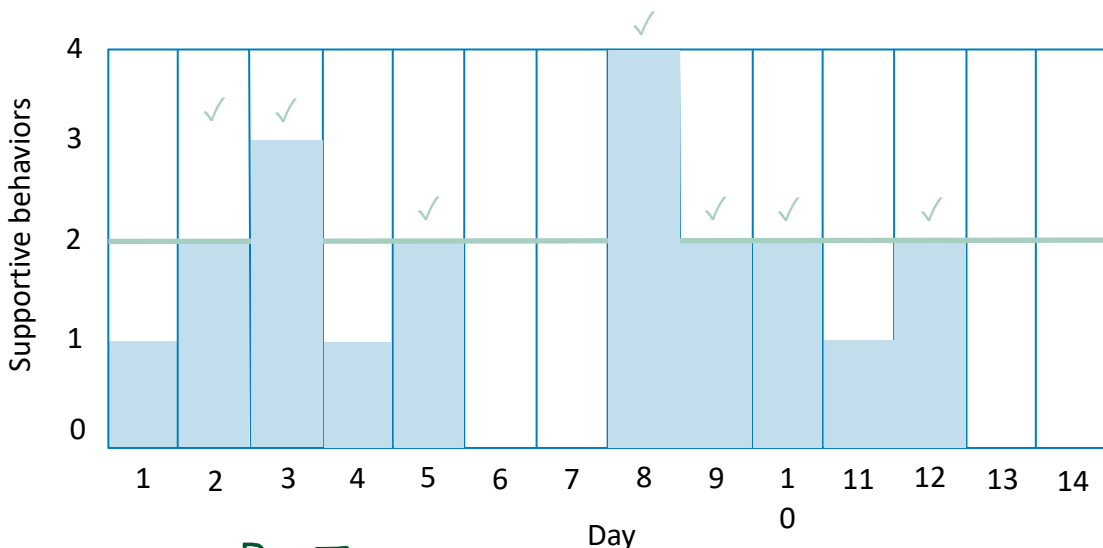
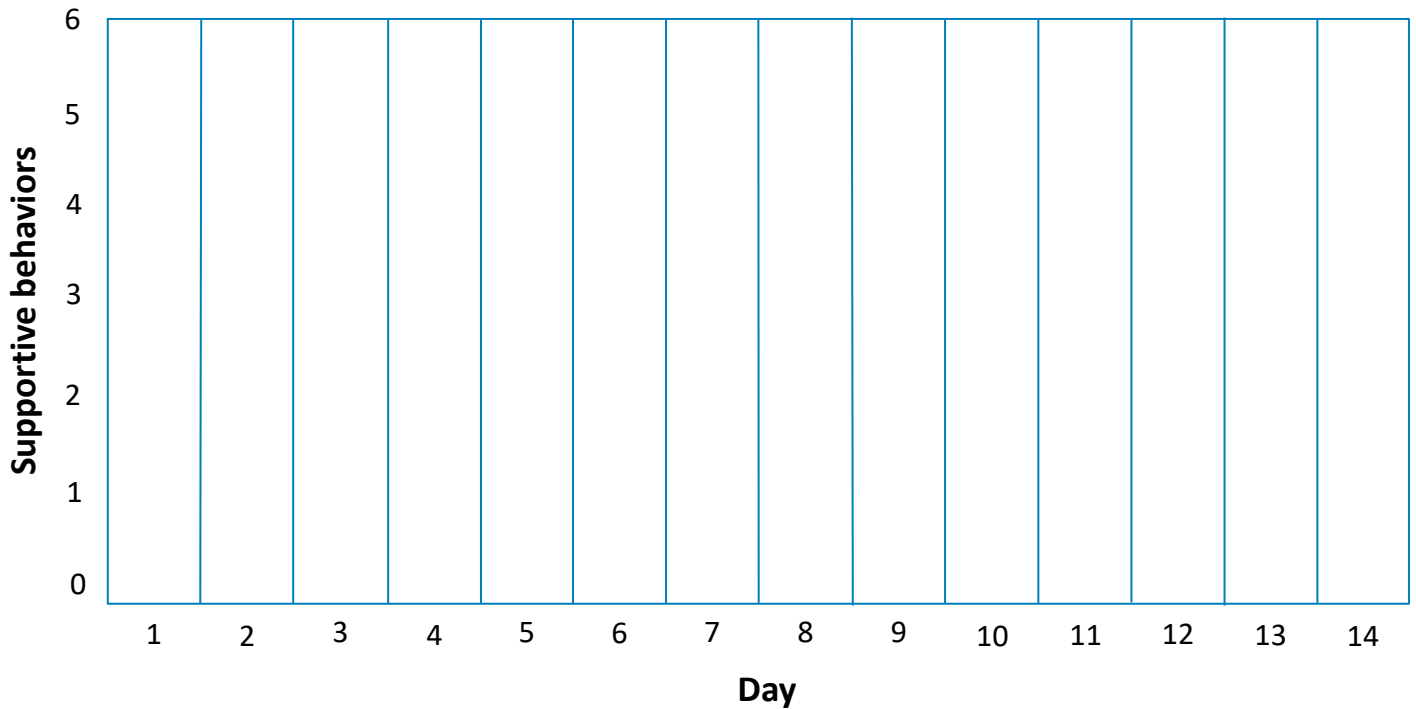
Congratulations on setting a goal! Use the graph on the following page to record your activity over the next two weeks to see if you are on track to meet your goal.

Active Workplace Behavior Tracking Supportive Supervisor



Supervisors: Draw a horizontal line across the graph to mark your daily goal. Log your daily activity on days you are working over the next two weeks. An example of a filled in graph is at the bottom of the page.

Are you reaching your goal every day? Why or why not?



Example of a completed behavior tracking graph.

Activity: Family supportive behaviors

Daily Goal: 2 supportive behaviors

Active Workplace Inter-Supervisor Observations



Supervisors:

During this activity, think about what you learned in the Supportive Supervisor Training. Use the following table to record how many times you see or hear another supervisor having a *Total Worker Health (TWH)* Support or Family Support related discussion with an employee each day for two weeks. Please report these numbers to the facilitator if asked to do so.

Day #	Date	Number of TWH Support Discussions	Number of Family Support Discussions
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
Day 11			
Day 12			
Day 13			
Day 14			