



[www.dbhddu.com](http://www.dbhddu.com)



# DBHDD SUPERVISORY Skills For SUCCESS

The Department of Behavioral Health  
& Developmental Disabilities  
2 Peachtree Street NW  
Atlanta GA 30303



# DBHDD SUPERVISORY Skills For SUCCESS



**A phased approach to defining,  
building or refining core  
supervisory skills among  
DBHDD staff serving in  
supervisory roles.**

# Phase 1

## The Pre-Engagement Phase

Welcome Email sent to participants

Program facilitators meet with participants and their managers to:

- provide an overview of the program
- communicate and agree on program expectations

Participants complete a...

- pre-test to measure knowledge of content to be covered in the Engagement phase
- self-assessment of skills and behaviors to be reinforced during the Engagement phase



# Phase 2

## The Engagement Phase

Participants meet to complete a two-day intensive skill-building session...

**Day 1** is focused on defining and building core supervisory skills for success.

**Day 2** is focused on applying core supervisory skills to DBHDD-specific management and leadership situations.

Participants...

- practice the newly acquired skills and reflect on behaviors that will be modified on the job to more effectively support DBHDD's employees.
- develop action plan for building or enhancing core supervisory skills on the job.



# Phase 3

## The Post Engagement Phase

Program facilitators meet with participants and their managers to...

- provide an overview of the post engagement phase activities and agree on expectations for this phase
- offer and provide support

Program participants complete a...

- post-test measuring knowledge gained during the Engagement phase

Program participants and their managers are..

- enrolled in DBHDD University **Collaboration Space** to continue discussions with their peers and other program participants

Within three to six months after completing the Engagement Phase, program participants and their managers...

- complete a post assessment of skills and behaviors reinforced during the Engagement phase.
- submit evidence of skills and behaviors that are being practiced on the job.

Participants who have completed all the requirements of the program are invited to a celebratory event in which completion certificates are awarded.

