

The Arc of Delaware County
Weekly Supervisory Meeting

Name: Sandra McMillan
Date: 1/2/13

Supervisor: Patricia Mulligan
Time:

***The Measuring Stick:**

1. Do I know what's expected of me at work?

2. Do I have the materials & equipment I need to do my job right?

3. At work do I have the opportunity to do what I do best everyday?

4. In the last seven days, have I received recognition/praise for doing good work?

5. Does my supervisor/co-worker seem to care about me as a person?

6. Is there someone at work who encourages my development?

7. At work does my opinion seem to count?

8. Does the mission/purpose of The Arc make me feel my job is important?

9. Are my co-workers committed to doing quality work?

10. Do I have a best friend at work?

11. In the last six months has someone at work talked to me about my progress?

12. This last year, have I had the opportunities at work to learn & grow?

Agenda Items

Follow Up From Previous Meeting

1. Tracking – discussion of SM's solutions and are they truly doable? Discussion of assuring how it will be applied when SM is not in the work area, i.e. with M: pictures and where they are, setting up quotas from previous day's work? SM's ideas – assuring the solutions to her tracking are transferred onto a paper that can be attached to the count sheets. Will try this idea and discuss in two weeks to find out how it is going.
2. Work – On training and some pushpins. Most folks get one paid unit and one training unit.
3. PM and SM had a "speaker phone" discussion with J. Within the next week or two we should be seeing more work (MEAD, Dials & pushpins). We have enough pushpins to last for five days as long as she continues to have only one unit of paid work a day. J stated that he will send another pallet of pushpins up next week.

New Business

1. APR – from ABC – discussed the APR process – Taking the ABC and assessing it to use in replacing the behavior for a more desirable behavior. The example used: tearing of a shirt when becoming frustrated. Antecedent – looking around, nodding of the head, taking off glasses, thumping of leg. Preventive – limited work, partial assemble, deep breaths at certain intervals. Replacement – use of a stress ball and asking to take a break for a minute.
2. SM will reassess D's ABC to look for ideas to discuss at next supervisory meeting.

Items for Follow Up

1. Solutions for tracking and how to assure they are in place.
2. Thoughts on the APR process.
3. Assess D's ABC for APR ideas.

***First Break All the Rules
By Marcus Buckingham & Curt
Coffman**

ASSESSMENT

Unifying Principles	Strengths	Needs
Those We Serve Come First		Assessing ABC to replace behavior.
Commit to Excellence	Assuring her tracking is completed for the end of the year. THANK YOU.	
Be Dedicated	Assuring codes are in place for when out.	
Employee Satisfaction		
Communicate Effectively	Keeping me informed on work.	
Be Innovative	Ideas for assuring her solutions are implemented.	

Signature: _____

Date: _____