

A large, stylized graphic consisting of three overlapping, thick, curved bands in light blue, pink, and green, arranged in a circular pattern. A grey, irregularly shaped rectangular area is positioned in the center, containing the title and subtitle.

Supervision & Coaching

A Checklist for HRM-Managers

*based on the ECVision
Competence Framework*

Indication and Scope of Concepts

Supervision

Supervision provides ample space and time to reflect professional functioning in complex situations.

Supervision primarily serves the development of individuals, teams and organizations. It improves the professional lives of individuals and teams with regard to their roles in an institutional context. It also focuses on ensuring and developing the quality of communication among staff members and methods of cooperation in various working contexts.

Additionally, supervision offers support in different reflection and decision making processes and in challenging and demanding professional situations and conflicts. It supports clarification and the processing of tasks, functions and roles. It assists in the handling of processes of change, in finding innovative solutions for new challenges and measures to combat mobbing and burnout.

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Coaching

Coaching is a form of professional counseling that inspires the coachees to maximize their personal and professional potential. It often aims at managers, working with specific objectives, methodology and approach. Coaching is as well a form of professional guidance focusing on the professional and personal growth of the coachees.

Checklists for Choosing a Supervisor/ Coach

Checklist for the Management

- Does s/he design the offer for supervision/ coaching in accordance with our organisation, its values, regulations and needs?
- Does s/he explore the impact of the formal position and the role, supporting conscious decisions in this context.
- Does s/he clarify the different functions and roles within the supervision/ coaching process, especially focussing on the impact of leadership.
- Does s/he clarify the expectations of the parties involved, and recommending formats suitable for the parties' goals and expectations.
- Does s/he facilitate the unification process until common and viable goals for all parties, including legal implications and framework, have been established.
- Does s/he keep an all-party stance during the preliminary meeting?
- Does s/he clarify financial conditions, rules of confidentiality, relevant organisational aspects, evaluation and outcomes.
- Does s/he clarify ways of reporting?
- Does s/he recognise both the contractors and the supervisees' needs and gives appropriate feedback?
- Does s/he establish and discuss criteria for evaluation?

Checklist for Supervisees/Coachees

- Does s/he take seriously both our content-related and relational messages?
- Does s/he deal with differences in a dialogical way?
- Does s/he handle reservations and disagreements sensitively, yet straightforward?
- Does s/he clarify goals, limits and responsibilities of all parties.
- Does s/he keep an all-party stance during the preliminary meeting?
- Does s/he clarify rules of confidentiality and ways of reporting to the management?
- Do we trust her/him to be able to both confront and support our goals and needs?
- Do we trust her/him in coping with situations where worry, anxiety or confusion arise?
- Is s/he able to present her/his preferred theory and methods and their impact understandably.
- In team supervision: Does s/he establish relationships with both individuals and the team as a whole?