

## Supervising Youth in the Workplace

As the supervisor of a young person, you use all the skills necessary in any effective supervisory relationship:

- Providing leadership
- Motivating
- Delegating
- Communicating
- Developing and training
- Evaluating

Your young person will look to you as his/her point of contact for everything he or she does this summer. We suggest that you meet with your young person regularly to provide feedback on his/her performance. During these meetings, he/she will be able to:

- Report on the status of a project
- Ask questions
- Learn how his or her work is contributing to the organization
- Participate in an evaluation of his or her strengths
- Discuss areas needing growth and development
- Find out what kind of work lies ahead

At the same time, you will have an opportunity to coach your young person and reinforce positive attitudes and performance.

Encourage your young person to work on his or her portfolio or project in the workplace. In addition to providing your intern with a sense of accomplishment, this will also give you a basis to discuss their professional growth.

Suggestions for documents to include in the portfolio:

- Job descriptions
- Company newsletters
- Performance appraisals
- References
- Press releases
- Certificates

Suggestions for documents to include in the project:

- Learning plan activities
- Surveys
- Assessment