

**OTS 212 (b)
LESSON PLAN**

Supervision

1 period

Introduction

During this period you will learn about the principles of supervision.

As a leader, you are responsible for the actions of your followers in the safe, prompt and correct execution of your orders.

Every time you adopt the position of leader, you are responsible for the activities of the cadets.

Success can be achieved by applying the principles of supervision.

Supervision

- Supervision is an important part of leadership. It should be ongoing. The smooth operation of your corps depends, in part, on how the officers perform as leaders. Your effectiveness in ensuring that your orders are followed and that standards are respected can make a difference.
- An effective leader needs to more than just how and when to give orders. Indeed, even the clearest, most precise orders cannot guarantee a mission's success. The leader must also closely supervise their execution.
- You have to make sure your orders are clear enough for your team to understand exactly what their job is.

Use a checklist to supervise.

- Supervision means more than just a checklist. It also means taking every step possible to make sure the task, or mission, is successfully carried out.
- Never assume that the task will be properly carried out. Some cadets will forget what you have told them to do; others will try and get away with doing as little as possible; and others will be confused. You are their guide.

The Purpose of Supervision

- a. to ensure that the cadets carry out their orders promptly and correctly and in accordance with the directives of your superiors;
- b. to show the cadets that the job is important;
- c. to modify your orders as the situation evolves;
- d. to motivate and encourage the cadets when conditions change; and
- e. to detect and remedy errors on the spot.

How to Supervise:

Supervision is a complex task. Its effectiveness depends on four essential procedures:

1. Observe your cadets as they work;
2. Give orders in reaction to changes in the situation;
3. Check the work after it has been completed. Ensure that the results correspond to the standards you originally established.
4. React to the quality of the work done.

**" If they do a good job...Praise it."
" If the work is done poorly...Correct it."**

When to Supervise

In most cases, your superiors neither impose supervision, nor is it requested by your cadets, and although supervision is a routine matter, at certain key moments it takes on particular importance:

1. You must control the quality of the execution from the beginning (as soon as possible); It is preferable to supervise and direct the execution of the work while it is in progress, rather than wait until the work has been completed to check it; and
2. It is the leader' duty to ensure that team members perform their duties responsibly. Final responsibility for the task, however, belongs to the leader. It is in your best interest to ensure that the job progresses according to standards and orders.

Whom to Supervise

Although it is your responsibility to supervise all your cadets, some of them will require particular attention:

1. Cadets who have already done similar work and have successfully completed their task, do not require strict supervision or constant direction; use the time saved to supervise others cadets;
2. Persons who have not worked well in the past should be strictly supervised and their work should be examined with particular scrutiny; and
3. If, for a given task, your cadets are divided into two groups, it is that you concern yourself with the larger group and delegate the other to an assistant.

Close supervision is required when:

- *The follower is unfamiliar with the task; and*
- *The leader is unfamiliar with the follower.*

What to Supervise

It is impossible to supervise everything both successfully and simultaneously. Attempting to do so would waste time and energy. Concentrate on the following points:

1. The degree to which work meets established standards;
2. The group behaviour;
3. The quality of the work performed; and
4. The time allotted to the task.

Conclusion

In this lesson, you have learned about supervision:

The purpose of supervision;

1. How to supervise;
2. When to supervise;
3. Whom to supervise; and
4. What to supervise.

As a leader, you are responsible for the actions of your followers in the safe, prompt and correct execution of your orders.