

SUPERVISOR BEST PRACTICES

- Effective **communication** includes both speaking thoughtfully and active, focused listening
- Build **trust** by following through on the commitments you make and avoiding judgment or quick conclusions
- Adopt a mindset of **curiosity**, asking questions to build understanding and avoid making assumptions
- Help your intern think critically by asking for and then **identifying alternative** interpretations and approaches
- Build **confidence** through supportive feedback anchored in skill building
- Build **engagement** by providing context to help your intern understand the **value** they bring to the workplace and the how their projects contribute to larger goals
- Encourage **reflection**—examine problems from different perspectives as a strategy for deeper learning and finding solutions in future
- Prompt your intern to consider successful **strategies used in the past** that could apply now
- When appropriate, **share** your own experiences, lessons learned, and advice
- Keep the **intern's goals** in mind as you focus on the work plan—over time, both can be achieved
- Be **spontaneous** now and then – have fun!
- Invite your intern staff to participate in **company outings**—happy hours, picnics, hikes
- Involve your intern with **community service** events that align with your organization's mission
- **Request feedback** regarding your supervising efforts

Contact your Achieve College Internships Job Coach
for support with questions and additional resources