

### New Supervisor Institute MiTEAM Plan and Supportive Pieces

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#### Group 1: New Supervisors who have previously viewed the MiTEAM Modules:

- Complete any MiTEAM modules not previously completed as staff.
- Trainers should recommend New Supervisors review/refresh their memory of the Modules
- Review Practice Guides for Supervisors from the MiTEAM Manual for each competency.
- Develop a Parallel Steps Plan using SLAEs and Suggested Parallel Steps

#### Program Managers/Directors support of Group 1:

- Model MiTEAM Competencies while you welcome & support new supervisors in their transition onto the management team and all interactions.
- Meet with New Supervisors before completion of NSI.
  - Verify completion of all MiTEAM modules on New Supervisor's LMS transcript
  - Discuss Practice Guides for Supervisors to verify they were reviewed.
  - Discuss importance of MiTEAM Competencies being demonstrated with staff (parallel steps)
  - Support/Partner with the Supervisor in the development of a Parallel Step Plan
- Meet with Supervisor at 6 mos and 12 mos to track and adjust progress of Parallel Steps Plan.

### Group 2: New Supervisors who have not previously viewed the MiTEAM Modules:

- Complete Overview and Trauma Module before the completion of NSI.
- Review Practice Guides for Supervisors from the MiTEAM Manual for each competency.
- Complete the Teaming, Engagement, and Assessment Modules before 6 mos in position.
- Develop a Parallel Steps Plan for Teaming, Engagement and Assessment before/at 6 mos.
- Complete the Case Planning, Case Plan Implementation, Placement Planning and Mentoring Modules before 12 mos in position.
- Develop a Parallel Steps plan for Case Planning, Case Plan Implementation, Placement Planning and Mentoring Modules before/at 12 mos in position.

### Program Managers/Directors support of Group 2:

- Model MiTEAM Competencies while you welcome & support new supervisors in their transition onto the management team and all interactions.
- Meet with New Supervisor before end of NSI.
  - Verify completion of Overview and Trauma Module on LMS Transcript.
  - Discuss Practice Guides for Supervisors to verify they were reviewed.
  - Discuss importance of MiTEAM Competencies being demonstrated with staff (parallel steps)
- Meet with New Supervisors 6 months into their position.
  - Verify completion Engagement, Teaming and Assessment modules on New Supervisor's LMS transcript.
  - Support/Partner with the Supervisor in the development of a Parallel Step Plan for those competencies.
- Meet with New Supervisors 12 months into their position.
  - Verify completion Case Planning, Case Plan Implementation, Placement Planning and Mentoring Modules on New Supervisor's LMS transcript.
  - Support/Partner with the Supervisor in the development of a Parallel Step Plan for those competencies.
  - Track and adjust progress of Parallel Step Plan for first 3 competencies.
- Meet with Supervisor at 18 mos to track and adjust progress of Parallel Step Plan.