

Leading for Excellence: Training for IPS Supervisors

Homework document

We suggest that you finish most of the homework in the week before the training. We will use this homework in different activities throughout the training.

Pre-course reading:

- ⦿ Read the IPS briefing papers:
 - Making IPS work
 - Evidence for IPS
- ⦿ Familiarise yourself with your service's last fidelity review (external or internal). If you do not have a recent review, read through the IPS fidelity scale, manual p27-51.
- ⦿ Complete the tables on "manager v leader qualities", manual p11.
- ⦿ Watch video: up until 14 minutes > empathy: <https://www.youtube.com/watch?v=pi86Nr9Mdms&t=9s>

Homework to be used during session 2 of the training:


- ⦿ Update your personal action plan and team action plans, manual p3-4
- ⦿ Complete the fidelity review action planning activity, manual p18
- ⦿ Read through your assigned scenario (supervisor or supervisee) – this will be provided after the first session
- ⦿ Write a reflective log on today's training (see information on reflective logs at the end of this document)

Homework to be used during session 3 of the training:

- ⦿ Update your personal action plan and team action plans (manual p3-4)
- ⦿ Bring a case or team issue that you would like to discuss in the courses' Q&A session.
- ⦿ Write a reflective log on how you manage supervision in your service.

Reflective logs:

A reflective log is a tool used to document and analyse your experiences, thoughts, and learning over a period of time. It's similar to a diary but with a focus on reflection and personal development. Here are some key aspects of a reflective log:

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1. Make entries about your experiences, challenges, and successes in managing your team and service.
 2. Reflect on specific events, why they happened, and what you learned from them. This often involves linking your experiences to management theories and best practices.
 3. Use the log to track your progress, identify areas for improvement, and set goals for your professional growth.
 4. Many reflective logs follow a structured approach like the DIEP method (Describe, Interpret, Evaluate, Plan) to ensure thorough reflection.

Reflective logs are particularly useful for service managers as they help you become more self-aware, enhance your leadership skills, and apply what you've learned to improve your team's performance and service delivery.