

# LET'S TALK *AGRICULTURE*

## Effective Supervision



Supervisors can protect young workers by providing regular training and supervision.



### Training should occur regularly and often

- When training a new hire
- When given a new task or tool
- When switching tasks
- After an incident or close call
- Periodically to review policies & procedures

Training must be detailed, but only focus on one topic at a time. Most people only remember about 20% of what is taught, so supervision is necessary.



### There are three types of supervision:

**Constant:** Worker is within sight and sound of the supervisor. *Most appropriate for new hires and new tasks.*

**Intermittent:** Worker is out of sight and sound for short periods of time, checking in every 15 minutes. *Most appropriate for workers with some experience with the task.*

**Periodic:** The worker is out of sight and sound for 15-30 minutes. *Most appropriate after the worker has safely and correctly completed the task several times.*



### Checking In

Check in at the start of the day when assigning tasks and periodically throughout the day. Ask open-ended questions to check for understanding.

 **Don't ask, "Do you understand?"**

 **Do ask, "Please tell/show me how to do this."**



### Talk About It

At what other times would training be necessary?  
What is an example of an open-ended question?  
Tell us about a time when you provided training.



### Video Link

<https://bit.ly/effectivesupervision>



# Effective Supervision

## Training Workers Using Teach Back Method

### 1. Review the task

Describe and demonstrate the tasks step by step.

### 2. “Tell Me”

Ask the worker to repeat the instructions step by step and correct mistakes.

### 3. “Show Me”

Watch the worker perform the task and correct mistakes. Repeat until they complete the task successfully.

### 4. Check in

Once the worker has safely demonstrated completion of the task 4-5 times, check in with them periodically to answer questions and correct mistakes.



Training is an ongoing process. Supervising and providing real-time feedback can catch bad habits. Keep training sessions short, and train only one task at a time. Always emphasize that safety is more important than speed. These should NOT be questions answered with a “yes” or “no.”



### What should proper training cover?

- How to do a job or task
- How to recognize hazards
- How workplace policies apply to the task or tool being taught
- How to use personal protective equipment (PPE)
- What to do if problems arise
- What guidelines to follow in case of an emergency
- How to report an injury



### Talk About It

- Give an example of when you can use the Teach Back Method
- What are some benefits of this approach?
- Demonstrate the Teach Back Method



### Video Link

<https://bit.ly/teachbackmethod>

