

**Supervisor Agreement**

Employee: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Agency: \_\_\_\_\_

I fully support my employee, \_\_\_\_\_, in his/her participation in the Minnesota Person Centered Positive Behavior Support intensive training. Incorporating person centered positive behavior supports in his/her repertoire of professional skills, and into the service system within our organization, is important to improve the lives of the people we serve. This employee has demonstrated a commitment to ongoing professional learning and development and is positioned within our organization to develop and deliver training and mentoring to other staff in the organization.

I understand that successful completion of the training includes independent study through online course modules, active participation in monthly classes where knowledge is translated to practice, and application of assessment, intervention, and staff training principles and practices with one of our consumers/clients and agency staff in a case study that will be written in a case study format (client and persons implementing will sign informed consent agreements approved by the University of Minnesota’s Institutional Review Board).

I commit to supporting \_\_\_\_\_ in the following ways:

1. Arrange for 8 hours of weekly release time from current work responsibilities to complete the work required for the training for the duration of the 12 month training. 8 hours is an average duration per week – some weeks require less time, some weeks require more. It will be the participant’s responsibility to communicate with me and other supervisors to arrange for the necessary time each week. If at all possible, release time will be scheduled at least 2 hours at a time, and in a location where other work responsibilities will not infringe.
2. Supply a computer with Adobe Reader, and software for word processing and data management.
3. Attend interview with employee applicant.
4. Attend a portion of two classes (dates to be determined) with my employee to discuss his/her progress, troubleshoot barriers to participation that have arisen, and continue the ongoing discussion about incorporating PBS practices into the service system at our agency.
5. Support the design and implementation of the case study described earlier.
6. Participate with your employee in the design and implementation of a systems change project that identifies a practice that can be implemented within your organization that will enhance person centered planning and/or practice of positive behavioral support.

I have reviewed these commitments with my employee and we understand that failure to follow through on these commitments will impact their successful completion of training.

\_\_\_\_\_  
 Supervisory Signature

\_\_\_\_\_  
 Date

Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_