

1. TRAINING

The most responsible and mature field staff of [name of implementing organisation] should be appointed to the positions of field supervisor. It is important that field supervisors attend the interviewer training as well as the specific supervisor training.

The active involvement of field supervisors in interviewer training is necessary for understanding the role of the interviewer and the problems that teams may encounter during fieldwork.

After completing the interviewer training, the final selection of field supervisors will be made. Following this but prior to the beginning of fieldwork, two or three days of additional training will be provided on the specific duties of field supervisors. This is to ensure that all teams will be following a uniform set of procedures.

2. RESPONSIBILITIES OF THE SUPERVISOR

The supervisor is the senior member of the field team. S/he is responsible for the well-being and safety of team members as well as the completion of the assigned workload and the maintenance of data quality. The supervisor receives his/her assignments from and reports to the [field coordinator or project director].

Although only men will be recruited as interviewers to administer the male questionnaire, women may be recruited as supervisors.

2.1 Role of supervisors

The following are expected of supervisors:

- a. Attending interviewer and supervisor training and pilot test.
- b. Preparing for field work daily, including packing for the team, lunch and the team's daily finances.
- c. Managing the team's budget during data collection.
- d. Allocating households and deploying staff for interviews.
- e. Driving/taking the team safely to the study area (where relevant).
- f. Identifying the correct areas for the interviews and selecting the target households as well as ensuring that fieldworkers identify the appropriate participants within a household.
- g. Managing PDA equipment – packing, unpacking, safekeeping, recharging and uploading data, troubleshooting (if your research project is using PDAs or similar technology to collect data).
- h. Managing staff in the field – safety, discipline, conduct and debriefing.
- i. Conducting quality control of interviews.
- j. Completing all the appropriate paper work connected to the project.
- k. Keeping regular contact with the field coordinator.
- l. Maintaining team morale.
- m. Handling all other meaningful requests.

Manual For Supervisors

Dominic Scardino



Manual For Supervisors:

The Front Line Supervisor's Standard Manual ,1989-01-01 *A How-to-do-it Training Manual for Supervisors and Managers* Blondel Eslington Senior,Catherine Mundell,John F. Hoffman,1979 Maintenance Supervisor's Standard Manual ,1997 How to Set Up a Job Training Program Esso Standard Oil Company,1948 **The New Supervisor's Survival Manual** William A. SALMON,1998-11-09 This friendly guide is full of field tested help for novice supervisors Moving up to a supervisory position should be cause for celebration not exasperation Yet many first timers are unprepared for the demands of this new role They quickly become overwhelmed to the detriment of the organization their co workers and themselves Brief yet comprehensive The New Supervisor s Survival Manual leads new supervisors and managers through the key tasks and responsibilities of the job Business professionals will learn to think and act like managers as they develop critical competencies such as establishing and maintaining high performance standards communicating effectively at all levels of the organization setting clear priorities delegating and giving feedback to others analyzing and resolving problems Filled with real life examples handy checklists and tools for self assessment The New Supervisor s Survival Manual will enhance the self confidence and comfort level of every new supervisor *Job instruction* Western Electric Company,1943 On-the-job Training Manual for Supervisors California. Department of Transportation. Training Branch,1979 *Simplified Concepts of Supervision* Dominic Scardino,2018-04-09 Simplified Concepts of Supervision is an easy to read easy to understand manual that can be used by the first time supervisor as well as the seasoned professional It addresses every day challenges and advanced techniques of problem solving It will help you to develop the skills needed to become a professional in the field of supervision Many of the principles and techniques covered in this manual will prepare the supervisor for further advancement I have endeavored to present this material in an easy to read and easy to understand format that can be used as a daily reference manual for training team building effective communication problem solving developing people skills and much more The Standard Manual for Supervisors National Foremen's Institute,1969 *The Essential Supervisor's Handbook* Brette Mcwhorter Sember, Terrence J. Sember,2007-02-15 The key to a good business is good employees The key to good employees A great supervisor The Essential Supervisor s Handbook provides a guide for both new and experienced supervisors featuring expert explanations advice and motivation It is a quick reference guide that covers a wide range of topics from employee relations team leadership and motivation to the legal aspects of hiring firing and disciplining employees The Essential Supervisor s Handbook also takes on difficult issues from upgrading to downsizing and everything in between such as multicultural teams working with unions finding communication methods that work for you and your team As well as how to stay positive move your team and yourself forward and create a productive work atmosphere Concise and written in an easy to understand style The Essential Supervisor s Handbook is the one tool that no manager can afford to be without

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