# Reinforce one skill after training

A supervisor guide to helping staff carry learning into everyday practice. Start with one observable behavior and a short follow-up cycle.

## 1 Choose the behavior before the course

Select one action a supervisor can see or hear. Replace broad goals such as "improve communication" with a specific behavior: "At handoff, staff identify the pending task, responsible person, and deadline, then confirm understanding."

## 2 Ask staff to demonstrate it

Use a realistic, de-identified scenario. Ask staff to show the skill in their own words. Clarify the facility-approved approach and provide another practice opportunity when a step is missing.

## 3 Make the follow-up brief and predictable

As a suggested starting rhythm, check understanding within 48 hours, observe or rehearse once during the next week, and review use and barriers within 7-14 days. Adapt timing to coverage and opportunities to use the skill.

## 4 Give specific feedback and remove barriers

Name what you observed, reinforce an effective step, and choose one adjustment. Ask what the staff member needs: time, a clearer procedure, equipment, role clarification, or access to a supervisor. Repetition alone does not resolve a system barrier.

## 5 Record the next step

Document the practice opportunity, behavior observed, support provided, and review date in the approved staff development system. Treat the notes as coaching information and explain how they will be used.

## A prompt for the next supervision conversation

"Show me how you would use this skill on your next shift. What could make it difficult? What support would help? What should we review next time?"

Use this guide alongside the facility's training plan and procedures. It does not establish course approval, administrator credit, or regulatory compliance.

# A skill follow-up plan

Use one plan for one skill. Staff and supervisors should agree on the behavior, support, and review date.

Skill or course topic and date

Observable behavior we will practice

Scenario or work opportunity we will use - omit resident-identifying details

What effective practice looks like under our facility procedure

What was demonstrated or observed and what needs another practice opportunity

Barrier to application and support the supervisor will arrange

Next action - person responsible - review date

Suggested conversation: What worked? What got in the way? What will we try next?

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