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INDIVIDUAL CONSULTATION POLICY

As Employees of Community Living-Central Huron, it is an expectation of both Supervisors and Support Workers to receive on-going information regarding job performance. The Association will provide to all new employees orientation which will include but is not limited to: a job description; familiarization to workplace(s); Association's Philosophy and Guiding Principles; Policies and Procedures; Participants, etc. All employees will receive an annual performance appraisal.

It is therefore suggested, the following be considered:

- a) Each Supervisor and/or Employee arrange supervision meetings when required.
- b) Supervision items should be presented in a positive, constructive manner. Areas to be discussed could include:
 - I) Time Management
 - ii) Individual Training and Information Needs
 - iii) Problem Solving
 - iv) Suggestions and Recommendations
 - v) Personnel Issues
 - vi) Participant and Staff issues
 - vii) Brain Storming/New Ideas
- c) Confidentiality would be strictly enforced. Anything mentioned is to be held confidential unless both agree the information should be shared.