



National Service Inclusion Project: Fact Sheet

Asset Based Supervision

Everyone has capacities, abilities, and gifts. As a supervisor, it is your job to identify, utilize, and build off individuals' capacities and talents.

Assess the Project: Break down the project into its most basic components

1. What are the goals of the project?
2. What are the tasks that must be performed in order to obtain those goals?
3. What are the skills that are needed to complete those tasks?
 - Remember: organization, supervisory, etc. are skills often needed in every project.
4. Record all of the information you have obtained, and list out the skills required of the project.

Skills Assessment, Evaluate the service members: Identify the skills present in your group. Are any of these skills required of the project? Determine members' levels of expertise of those skills. Ask the following questions.

1. What are your three areas of expertise?
2. How did you obtain these skills? (Work experience, volunteer experience, schooling, etc.)
3. Are there any skills that you would like to teach?
4. What skills would you most like to learn?
5. Are any of the mentioned skills those identified in the project assessment?
6. If the member did not mention skills listed in the project assessment, ask the service members to rate their knowledge or expertise of these skills which were identified.

Community Information

- a. Identify what the individual knows about the community the project is located in (positive or negative).

Use the information you have obtained to...

1. Match Members to Tasks
2. Identify Project Leaders
3. Utilize Community Resources