

JACE WorkFORCE Architect

Supervisor Quick-Reference Sheet

What Is This Tool?

JACE WorkFORCE Architect is an AI-powered strategy system that helps you build training plans, track your team’s CEUs, prevent burnout, manage performance, and protect yourself during incidents. It uses ONLY your approved LMS courses. Type what you need in plain English — no special commands.

Your 6 Supervisor Powers

Power	What It Means for You
Team Training Control	Build structured learning plans instead of assigning random modules
90-Day Retention	Onboard new hires with a real roadmap — not “shadow and hope”
Performance Leverage	Use targeted retraining before disciplinary action
Burnout Prevention	Detect and address fatigue before your best people leave
Incident Protection	Document your supervisory response with structured retraining
Culture Building	Raise your team’s professional standard through intentional development

Top 10 Supervisor Prompts (Copy & Paste)

Copy & Paste These Prompts:

- “Build a 90-day onboarding plan for a new Peer Recovery Specialist on my team.”
- “Create a retraining plan for a staff member struggling with documentation.”
- “Design a monthly team training discussion guide.”
- “Build a burnout prevention track for my forensic team.”
- “Help me prepare a performance improvement plan tied to LMS training.”
- “Which of my team roles are highest risk for CEU gaps?”
- “Create a quarterly professional development rotation for my staff.”
- “Build a structured improvement plan for boundary concerns.”
- “Design a high-performance team structure using LMS courses.”
- “Help me build a promotion pipeline from my current team.”

When Something Goes Wrong

If an incident occurs — documentation error, ethical lapse, complaint, or crisis mishandling — use the tool immediately:

Step	Action	What to Ask
1	Assign immediate retraining	“Assign retraining for [issue] from approved courses.”
2	Build remediation plan	“Build a corrective action plan tied to LMS training.”
3	Set timeline and benchmarks	“Create a 30-day improvement timeline with milestones.”
4	Track and document	“How do I track and export this for my records?”

Why This Matters:

When you can show clear LMS assignments, structured retraining, documented supervision, and timely remediation — you demonstrate responsible oversight. That protects you, your staff, and your organization during investigations.

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Your Monthly Supervisor Checklist

Frequency	Action
Weekly	Reinforce one training concept during team check-ins or supervision
Monthly	Review team training completion report — identify who is lagging
Monthly	Check CEU progress for any licensed staff you supervise
Monthly	Integrate one professional development discussion into team meeting
Quarterly	Refresh one core module (ethics, documentation, boundaries, or trauma)
Quarterly	Identify burnout risk — check who is avoiding self-care modules
Quarterly	Review and adjust onboarding based on new hire feedback
Annually	Reset training expectations and reassign high-risk modules
Annually	Build advanced development tracks for promotion-ready staff

Hidden Risk Signals in Training Data

Training engagement patterns often reveal problems before they become crises. Watch for:

Signal You See	What It Often Means	What to Do
Staff consistently delays required modules	Disengagement or overwhelm	Check in during supervision — offer support
Staff avoids documentation courses	Skill insecurity or resistance	Assign targeted retraining with mentorship
Staff skips self-care / resilience modules	Burnout already underway	Supervisor-triggered wellness assignment
Staff only completes bare minimum	Low investment or job searching	Discuss career development and growth path
Sudden completion of everything at once	Preparing to leave or cramming for audit	Have a direct retention conversation

Supervision Power Moves

These are the things that separate supervisors who manage tasks from supervisors who build teams:

- Use LMS modules as discussion starters in supervision, not just checkboxes
- Ask staff: “What did you apply from that module this week?” instead of “Did you complete it?”
- Build a promotion pipeline — identify future supervisors and assign leadership tracks now
- Create a team identity around professional growth, not just compliance
- Standardize expectations even when organizational policies are vague
- Use training engagement data as an early warning system for turnover
- Schedule structured reflection after high-impact cases using Grief & Loss modules
- Rotate focus modules quarterly: ethics, documentation, trauma response, self-care

Quick Dos and Don'ts

Do This	Avoid This
Build structured team learning plans	Telling staff to “complete their training”
Use retraining before disciplinary action	Going straight to write-ups for skill gaps

Check training data monthly for risk signals	Assuming silence means everything is fine
Bring training into supervision conversations	Treating LMS and supervision as separate
Assign burnout prevention proactively	Waiting until staff are already exhausted
Document your supervisory training response	Hoping incidents won't be reviewed

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