

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 OCTOBER 1968

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Supervisor Hat
Supervisor
Checksheet

SUPERVISOR KNOW-HOW

Running the Class

To be an effective Supervisor one must know that there is Standard Tech and therefore that there is Standard Supervision.

Tech is contained ONLY in HCOBs, tapes and books written and issued by LRH. So is Standard Supervision.

The Supervisor's job consists of

- 1) Noting that the class members are present on time.
- 2) Calling roll.
- 3) Introduction of new students or those returning from the Examiner.
- 4) R Factor for new comers.
- 5) Handling queries and/or questions regarding the course and its running.
- 6) Ensuring that space and equipment are available.
- 7) Seeing that Tech Services personnel provide top service and no sloppy "help yourself to what ever you want".
- 8) Seeing that breaks are started and completed promptly with Rollcall.
- 9) Area must be neat and tidy at all times. Uniform chairs and tables used and squared away, excess student gear stowed elsewhere.
- 10) A library containing all the books and pabs should be available should the bookstore run out of literature.
- 11) Students do not arrive or leave on their own accord.
- 12) They are not to interrupt each other at work and all questions should be directed to the Supervisor who will refer then to the material which contains the information required.
- 13) NEVER NEVER allow anyone to walk in and interrupt or address any student on course.
- 14) The Supervisor is there and there on time.
- 15) The schedule runs exactly on time, never varying.

As Supervisor it is your responsibility to eradicate any barriers or hindrances presented which distract the student from studying. This includes extra curricular activities.

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