

## Supervisor Core Module 5: Professional Development of Staff Training Transfer Indicators

**Supervisor:** \_\_\_\_\_ **Date Module Attended:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

There is a set of fundamental supervision and management knowledge and skills needed to be an effective supervisor. Whether on the job for two months or several years, these concepts should be regularly reviewed by a supervisor and their manager to achieve a high level of supervision.

**How to use Training Transfer Indicator's (TTI's):** For new supervisors, following Supervisor Core Module V, use the TTI's to assess the supervisor's learning and application. Review the TTI's during supervision to reinforce concepts learned during Core and apply them to every day practice. For seasoned supervisors, use the TTI's as a conversation guide to revisit fundamental supervision and management knowledge and skills.

**Synopsis of Supervisor Core Module V: Professional Development of Staff:** One of the primary responsibilities of a child welfare supervisor is to develop, motivate, and maintain highly committed and skilled caseworkers. In this module, participants will work together to increase their knowledge and skills related to the development of staff, and identify ways to incorporate a "coaching mindset" into their everyday practice. Participants will be given information to help them understand the diverse learning needs they may encounter, and strategies to guide and support staff as they continuously develop to meet the ever-changing needs of the job.

Training Transfer Indicators	Plan for Further Development
<b>Topic: Learning and Development</b>	
Why is the professional development of staff important?	
List the seven principles of learning.	
Describe how you will promote each one of the seven principles of learning in the development of your staff.	
Name and describe the roles of each member of the learning partnership.	

Training Transfer Indicators	Plan for Further Development
Describe how you will promote transfer of learning before, during, and after one of your staffs' learning experiences.	
<b>Topic: Supervisor as a Coach</b>	
Name and describe the elements of the coaching mindset.	
Provide an example of how you will integrate the elements of the coaching mindset into your practice.	
List the steps in the coaching process.	
Describe how you will use the supervisory coaching skills (being present, active listening, reflecting and clarifying, asking questions, providing feedback, and creating accountability) in supervision with staff.	
<b>Topic: Individual Development Planning</b>	
Describe how you will use the Individual Training Needs Assessment (ITNA) with your staff.	
Describe the relationship between the ITNA and the Individual Development Plan (IDP).	
Describe how the IDP is used as a tool to promote the professional development of your staff.	

**Additional Comments:**