

## APPENDIX #5 DESCRIPTION OF MODULES AND FIELD EXPERIENCES

### **Module I: Getting Started: Overview of the Certification Process**

In this module, all participants in the cohort meet with the instructor for detailed description of the program and requirements. Activities and content for 'Getting Started' are designed to give supervisors a mini-session of the certification program.

*Field Experience: Competency Self Assessment; Planning meeting with Field Consultant team; Preparation for Module II (Assessment of Type and Learning Style)*

### **Module II: Managing Ourselves: Self Awareness, Reflective Practice and the Supervisory Role**

This module is comprised of self- assessment and knowledge for the foundation of each supervisor's design for growth. The focus for self- assessment is to provide increasingly effective supervision using the supervisory relationship as the primary guiding and learning tool for practitioners. As supervisors integrate their intersession work and the coursework for Module II, they will build a foundation for individualized assessment and planning related to their leadership and supervisory role within the unit and within each supervisory relationship.

*Field Experience: Competency Self Assessment; Planning meeting with Field Consultant Team; Guided Practice (Supervisory Session); Meeting with Field Consultant Team; Preparation for Module III (Conflict Management and Communication Styles)*

### **Module III: Managing Others: The Supervisor in Relation to the Individual, Unit, and team.**

In Module Three, supervisors will integrate the external aspects of emotional intelligence, motivation, and communication to effectively resolve conflict, create a learning culture, and develop effective task and role guidance within the unit to maximize effectiveness. Effectiveness will span the consideration of individualizing supervision to the person and the developmental cycle for field staff.

*Field Experience: Competency Self Assessment; Planning meeting with Field Consultant Team; Guided Practice (Unit Meeting); Meeting with Field Consultant Team; Preparation for Module III (Conflict Management and Communication Styles)*

### **Module IV: Managing for Results: Integrating Data, Outcomes, and Performance Standards into Daily Practice.**

In this module, supervisors will work with the National Resource Center for Organizational Improvement and the Academy Instructional staff to integrate managing for results into the supervisory role. This spans the continuum from increasing the effectiveness of case consultation and supervision to setting and meeting performance standards within a unit. Intrinsic to this work will be the orientation towards ongoing change and the changing field of practice within Child Welfare and Public Service.

*Field Experience: Competency Self Assessment; Planning meeting with Field Consultant Team; Guided Practice (Review of Unit Performance and Targeting Areas for Improvement); Meeting with Field*

*Consultant Team; Preparation for Module IV (Locus of Control/Sphere of Influence); Identification and outreach to key stakeholders who can assist with performance and outcome goals.*

**Module V: Leading in the Agency: Integrating the Unit with the Agency, Community, and Field of Practice**

This module is designed to foster ownership of the agency mission, vision, goals, practice model, values, and procedures for each supervisor. This includes self-responsibility balanced with the responsibility to communicate and seek communication beyond the unit or district office for maximum effectiveness. Supervisors will have the opportunity to consider and strategize for improvement within and across agencies. In addition, the group will return to a focus on the supervisory educational role in keeping practice current and continuing to create a learning organization. Placing management in the context of leadership will support supervisors in ongoing proactive practice within their role.

*Field Experience: Competency Self Assessment; Planning meeting with Field Consultant Team; Guided Practice (Design and implementation of community or agency wide project); 360 degree assessment; completion of portfolio for review; final meeting with Field Consultants*

**Module VI: Putting It All Together: Cohort Reporting and Award of the Certificates**

The final module will conclude the certificate program by allowing each member of the cohort to present findings and learnings to the larger group, including the field activity consulting teams. Presentations will be based on the portfolios throughout the 18 month program. The day will conclude with the awarding of certificates.