

**APPENDIX #6**  
**OCFS SUPERVISORY ACADEMY CERTIFICATE PROGRAM**  
**WORK PLAN**  
**September 31, 2006**

\*Review of all materials by Gretchen, Freda, Jane, Tricia,

<b>Activities</b>	<b>Responsible</b>	<b>Date</b>
Define Content and Collaboration with NRC to integrate data and information	Tricia, Freda, Jane	Current through October 2007
Develop Draft Plan outline from Meeting	Tricia	July 21, 2006
<i>Schedule Workgroup Meeting</i>	<i>Gretchen</i>	<i>August 2, 2007 meeting to include Tricia, Freda, Workgroup.</i>
Workgroup Review and Feedback	Workgroup	At meeting
Revisions Made	Tricia	Immediately
Give schedule to Project Assistant for scheduling and preparation	Freda/Lorana LaLiberte	Immediately
Start on Curriculum Design and Writing		
• Overview	Tricia draft, Workgroup review	September, 2006
• Self-Assessment	Jane	September, 2006
Plan with Workgroup: Planning for Field Consultants and Recruit Participants	Gretchen lead with workgroup	September, 2006
Preparation of Overview/FAQ piece for Field Consultants	Jane	By Sept. meeting
Draft Overview (Module I) Due	Tricia	<i>September 1, 2006</i>
Draft of Module II – Managing Self	Tricia	September 30, 2006

Draft of Self-Assessment/Professional Development Plan	Freda/Workgroup	By September 30, 2006, using Sept. meeting.
Preparation of Portfolio Activity for Overview (Module I) to Module II.	Jane	By September 30, 2006
Distribute Module I Draft and Portfolio to Workgroup	Lorana	As soon as received, no later than September 30, 2006.
<b>Workgroup Meeting</b>	<b>Gretchen, Freda, Workgroup</b>	<b>October 4, 2006</b>
<b>Present Plan to SMT Meeting</b>	<b>Gretchen, Freda</b>	<b>October, 2006</b>
Prepare Field Consultant Training Materials	Jane	November, 15, 2006
Field Consultants identified and committed	Gretchen/Lee and Central Office	November 2006
Complete Draft of Module II	Tricia	November 15, 2006
Draft of Field Experience for Module II - III Intersession	Jane	November 15, 2006
<b>Workgroup Meeting</b>	<b>Gretchen, Freda, Workgroup</b>	<b>December 6, 2006</b>
<b>Field Consultant Training</b>	<b>Tricia, Freda, Field Consultants</b>	<b>January 29, 2007</b>
<b>Overview Module I Training</b>	<b>Tricia, Supervisors</b>	<b>January 30, 2007</b>
<b>Workgroup Meeting</b>	<b>Gretchen, Freda, workgroup</b>	<b>February 7, 2007</b>
Draft of Module III	Tricia	February 15, 2007
Draft of Field Experience. Module III - IV Intersession	Jane	February 15, 2007
Prepare Materials for Field Consultants Check In (Module II Check In)	Jane/Elizabeth	February 15, 2007

Draft of Module III Training and Portfolio Activity to Workgroup	Lorana	March 1, 2007
<b>Training: Field Consultant Module II Check In</b>	<b>Tricia, Field Consultants</b>	<b>February 26, 2007</b>
<b>Training: Module II Delivery</b>	<b>Tricia, Supervisors</b>	<b>February 27-28, 2007</b>
<b>Workgroup Meeting</b>	<b>Gretchen, Freda, Tricia, workgroup</b>	<b>April 10, 2007</b>
Final Draft of Module III	Tricia	May 10, 2007
Final Draft of Module III - IV Intersession	Jane	May 10, 2007
Field Consultants turn in feedback/Data on Field Experience	Field Consultants	June 7, 2007
Prepare Materials for Check-In	Jane, Elizabeth	June 16, 2007
<b>Training: Field Consultant Module III Check-In</b>	<b>Tricia</b>	<b>June 25, 2007</b>
<b>Training: Module III</b>	<b>Tricia</b>	<b>June 26 - 27, 2007</b>
Draft Curriculum of Module IV	Tricia	July 31, 2007
Draft of Module IV – V Intersession	Jane	July 31, 2007
<b>Workgroup Meeting</b>	<b>Workgroup</b>	<b>August 15, 2007</b>
Final Draft of Module IV	Tricia	Sept 15, 2007
Final Draft of Module IV-V Field Experience	Jane	Sept. 15, 2007
Field Consultants Turn in Materials and Data	Field Consultants	September 25, 2007
Prepare Materials for Check In	Jane, Elizabeth	October 10, 2007
<b>Training: Field Consultants Module IV Check In</b>	<b>Tricia</b>	<b>October 22, 2007</b>
<b>Train Module IV</b>	<b>Tricia</b>	<b>October 23 - 24, 2007</b>
Draft Curriculum of Module V	Tricia	Nov. 15, 2007
Draft materials for Final Portfolio And 360 assessment	Jane, Elizabeth	Nov. 15, 2007

<b><i>Workgroup Meeting</i></b>	<b><i>Workgroup</i></b>	<b><i>December 1, 2007</i></b>
Final Draft of Module V	Tricia	January 15, 2008
Final Draft of Module IV-V Field Experience	Jane	January 15, 2008
Field Consultants Turn in Materials and Data	Assessors	January 22, 2008
Prepare Materials for Check In	Jane, Elizabeth	February 1, 2008
<b><i>Training: Field Consultant Check in Module V.</i></b>	<b><i>Tricia</i></b>	<b><i>February 25, 2008</i></b>
<b><i>Train Module V</i></b>	<b><i>Tricia</i></b>	<b><i>February 26 - 27 2008</i></b>
Draft of ‘Putting It All Together’ Curriculum – Module VI	Tricia	March, 2008 TBA
<b><i>Train Final Day: ‘Putting It All Together’, Cohort 1</i></b>	<b><i>Tricia, Freda, All</i></b>	<b><i>June, 2008</i></b>
Review evaluation and make recommendations for revisions	Jane, Elizabeth	July, 2008
<b><i>Workgroup Meeting</i></b>	<b><i>Workgroup</i></b>	<b><i>July 2008</i></b>
Identify participants for second cohort	PAs, Central Office	July 2008
Identify Field Consultants for second cohort	PAs, Central Office	July 2008
Schedule Module I	Gretchen	September 2008

## **Training Date Listing**

### ***Module I – Getting Started***

Field Consultant Training: January 29, 2007

Supervisors: January 30, 2007

### ***Module II: Managing Ourselves***

Field Consultant Check In: February 26, 2007

Supervisors: February 27 -28, 2007

### ***Module III: Managing Others***

Field Consultant Check In: June 25, 2007

Supervisors: June 26 - 27, 2007

### ***Module IV: Managing for Results***

Field Consultant Check In: October 22, 2007

Supervisors: October 23 - 24, 2007

### ***Module V: Leading in the Agency***

Field Consultant Check In: February 25, 2008

Supervisors: February 26 - 27, 2008

### ***Module VI: Putting It All Together***

Field Consultant Check In: June 24, 2008

Supervisors: June 25 - 26, 2008