**Supervisor Core TOL Activities**

The TOL checklist is organized into three separate areas:

1. Direct supervisor/supervising mentor tasks:
   - May include policy topics.
   - Also clarifying/explaining local office practice.

2. Team tasks:
   - Concepts that need to be put into practice
   - Implementing plans created in the classroom to better support your team.

3. Personal/professional development tasks:
   - Tasks to help you learn and grow in your new role.
Onboarding Topics

- HR presentations: Payroll, Ethics, travel, HR, Eligibility, Background Checks
- Day 2: 3:15-4:15: Peer to Supervisor & TOL Overview

Onboarding TOL Activities

1. **Direct supervisor/supervising mentor tasks:**
   1.1. Review administrative tasks introduced in Onboarding
      1.1.1. Including, but not limited to, Background Checks, approving Time Sheets, approving vacations, approving travel, etc.
      1.1.2. Discuss local office protocols, timeframes and expectations
   1.2. Review personnel files of your team
      1.2.1. Work Profiles
      1.2.2. Fact Files
      1.2.3. Performance Appraisals
      1.2.4. Clinical Supervision notes
   1.3. Locate and Review the Behaviorally Anchored Ratings Scale (BARS) Guide
      1.3.1. This is a tool used for completing performance appraisals and is located on State Personnel Department’s website.
   1.4. Review tasks in MaGIK that are required for your new role
      1.4.1. Hotline Supervisors, Assessment Supervisors, Permanency Supervisors, Foster Case Supervisors, etc. will have different job related tasks in MaGIK to learn.
      1.4.2. Discuss local office protocols, timeframes and expectations

2. **Team tasks:**
   2.1. Hold a Getting to Know meeting with each member of your team
      2.1.1. Discuss what brought them to the child welfare field, their education background, interests, and likes/dislikes.
      2.1.2. Do not discuss their cases, this is an informal meeting in order to get to know your staff in a professional way.
      2.1.3. Use this as an opportunity to practice active listening with your staff
   2.2. Establish a Working Agreement with your team
      2.2.1. Utilize the provided steps to establish Working Agreements with your team.
      2.2.2. Topics may vary depending on the needs of your staff.

3. **Personal/Professional development tasks:**
      3.1.1. This Computer Assisted Training provides an outline for how to complete an RPS for your team.
   3.2. Participate in the Transitioning from Peer to Supervisor Webinar
Module I

Supervisor Core Orientation Topics

- **Day 1-** CS-Transition to Supervisor, Self-Awareness, Culture, Agency Overview & Mission, Vision, Values Kadushin’s Conceptual Framework, DISC Overview, Leadership Styles
- **Day 2-** CS-Leadership, Clinical Supervision, Critical Thinker, Clinical Consultant, Supervisor as leader, RPS review

Supervisor Core Orientation TOL Activities

1. **Direct supervisor/supervising mentor tasks:**
   1.1. Shadow supervisor/mentor in reviewing the MaGIK Data Reports that are tools specific to the job provide outcomes for the county.
      1.1.1. Discuss local office protocols, timeframes and expectations
      1.1.2. Print and bring these reports to Module 2: Supervisor as Manager
2. **Team tasks:**
   2.1. Complete the DISC profile with staff
3. **Personal/Professional development tasks:**
   3.1. Develop a plan to attend a meeting for/or become a member of a task force or specialty committee in your office.
   3.2. Seek out opportunities for professional networking and increase your involvement with community members and professionals in your county.
Module II

Supervisor as Manager Topics

- **Day 1**- CS- Data & Outcomes, How data helps us manage (i.e. “5 C’s), Data Analyst, Performance Monitor (*Activity will be built upon the reports brought to training from participants*)
- **Day 2**- CS- Data & Outcomes, Critical Thinker*, Change Agent, Advocate (*Ecomap- create plan for making connections/improving relationships*)
- **Day 3**- CS- Communication, Team Manager, Learning Organization, Power, Conflict Manager, TKI, Difficult Conversations

Supervisor as Manager TOL Activities

1. **Direct supervisor/supervising mentor tasks:**
   1.1. Shadow Supervisor’s /mentor’s staffing (safety staffing, case staffing, and/or group staffing); ask Supervisor/mentor to shadow your staffing for development.
   1.2. Discuss strategies for:
      1.2.1. Communication with staff challenges
      1.2.2. Addressing Conflict with staff
      1.2.3. Willingness vs. inability

1. **Team tasks:**
   1.1. Identify cases with staff with permanency challenges
      1.1.1. Practice case mining (critical thinking, will be provided with tool to learn how to do this) with staff during clinical supervision with staff
   1.2. Assess the writing skills of your team; identify team members with strong writing skills and those who have challenges. Bring examples (court reports, service referrals, 311’s, contact notes, etc.) to Supervisor Core: Supervisor as Coach

2. **Personal/Professional development tasks:**
   2.1. Implement Change Agent/Advocate plan (Ecomap)
   2.2. Complete the New Worker Cohort Schedule and Transfer of Learning checklist

Computer Assisted Training

2.2.1. This Computer Assisted Training provides an overview of the New Worker Cohort Schedule and Transfer of Learning checklist.
Module III

Supervisor as Coach Topics

- **Day 1-** CS- Communication, Learning Styles & DISC, Constructive Feedback (Activity using FCM writing samples), Orientation for new FCMs, Cohort Training (TOLs, classes, etc)
- **Day 2-** CS- Staff Development, *Field Mentor (update material)*, Supervisor as Mentor, Staff Development (Orientation), Stages of Development
- **Day 3-** CS- Staff Development, Emotional Responses (discuss bias, values, experience & cognitive schemata), Coaching (add modeling), RPS (how to use as a coaching tool), Case Planning, Casework Jeopardy

Supervisor as Coach TOL Activities

1. **Direct supervisor/supervising mentor tasks:**
   - 1.1. Conduct joint (safety, case, and/or group) staffing with mentor. Debrief with mentor on your strengths & opportunities for growth in coaching staff.

2. **Team tasks:**
   - 2.1. Complete Learning Style tool with staff
   - 2.2. Observe a CFTM of each staff, use the RPS tool as a clinical supervision tool in order to identify staff’s strengths and needs and provide constructive feedback
   - 2.3. Implement strategy for discussing backup planning/Succession planning with staff

3. **Personal/Professional development tasks:**
   - 3.1. If you have not already completed the training, develop a plan for attending the CANS Super User training.
   - 3.2. If you have not already completed the training, develop a plan for attending the QSR Reviewer training.
   - 3.3. Complete the Welcoming New FCMs Computer Assisted Training.
     - 3.3.1. This Computer Assisted Training provides strategies for creating a welcoming environment for newly hired FCMs.
Module IV

Supervisor as Team Leader Topics

- **Day 1** - CS- Team Building, Team Building (orientation), Supervisor as Leader, Retainer (Admin)
- **Day 2** - CS- Team Building, Motivator (Identify strengths and underlying needs of staff), Burnout Specialist, Resiliency, Counselor: Secondary Trauma, Traumatized Workforce, Burnout prevention
- **Day 3** - CS- Leadership, Supervisor as Team Leader, Developing & welcoming the new FCM, group/team formation, stages, and function, Final Activity

Supervisor as Team Leader TOL Activities

1. **Direct supervisor/supervising mentor tasks:**

2. **Team tasks:**
   2.1. Observe staff on a CFTM or visit, Implement “Looking below the surface” plan (motivator) which will help supervisors use the parallel process with identifying staff’s strengths and needs which will align to intervening process for FCM/client
   2.2. Implement Final Activity (Tracking Strengths & Needs) plan for staff- this is the culminating activity for all of Supervisor Core and will include topics from each area.
   2.3. Implement Team building exercises with staff.

3. **Personal/Professional development tasks:**
   3.1. Develop a plan for enrolling and attending Coaching for Successful Practice Supervisor Training within the next six months.