Child Welfare Education and Training Partnership

Supervisor Core

Onboarding

Transitioning from Peer to Supervisor

Indiana Department of Child Services

Participant Manual
Acknowledgements

The Indiana Child Welfare Education and Training Partnership wish to thank all of the staff at the Indiana Department of Child Services for their contributions to this content.

In addition, we would like to express our appreciation to the work group for their time and dedication to completing this project:

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Getting Started

Welcome & Introductions

Welcome to Supervisor Core: Onboarding: Transitioning from Peer to Supervisor

Parking Lot

Throughout the training, this is where we will record questions that will be answered by the end of training or referred to a subject matter expert. The answers may then be provided later in email format.

Ground Rules and Non-negotiables
Course Information

Course Overview
Onboarding initiates the transition from peer to supervisor and provides a review of the Transfer of Learning activities to be completed prior to arriving to Module I Orientation to Supervision.

Course Competencies
After training, participants will be able to:
1. Prepare for the transition from peer to supervisor
2. Execute the Transfer of Learning activities
Peer to Supervisor

Congratulations

Being promoted to Supervisor is a sign that you have proven yourself to be a hardworking and dedicated individual who has consistently supported the agency’s mission of protecting children from abuse and neglect.

This is an opportunity to celebrate and feel proud of your accomplishments.

Beginning the Transition

What are your concerns and fears about the transition?

Have you thought about a transition plan?

Things to Consider

1. Acknowledge your role
2. Get out of the loop
3. Set boundaries
4. Listen
Peer to Supervisor (continued)

Acknowledge
Your Role

Tips

Model the behavior you expect from your staff.

Focus on the DCS Core Values: Genuineness, Respect, Empathy, and Professionalism.

Practice the parallel process.
Peer to Supervisor (continued)

Get Out of the Loop

Tips

- Reconsider social events such as lunch or drinks after work.
- Eliminate any water-cooler or break-room gossip and venting sessions with previous peers.
- Look to your mentor or other supervisors for help and guidance.
Peer to Supervisor (continued)

Set Boundaries

Tips

Remain professional at all times and treat all staff with respect.

Act with integrity.

Be fair to everyone; Do not allow previous friendships to influence your supervisor responsibilities such as vacation approvals or workload assignments.

Make the effort to get to know everyone on your team in a professional way. Taking the time to get to know your entire team will show them that you care about each member equally.

Enforce the rules as needed, but make it a point to utilize power appropriately.
Listen

Tips

Utilize engagement skills and active listening (including body language, eye contact, facial expressions) to establish trust-based relationships with your staff.

Utilize the experience and knowledge of your team by asking staff to share their successes and best practices.

Ask what you can do for them, to help them be more successful as an FCM.
Developing a Working Agreement

Working Agreement for Supervision

Supervisor/Director _________________________________

Staff Member _________________________________

Key Areas
1. To ensure that the staff member is clear about roles and responsibilities.
2. To assist in the staff member’s professional development.
3. To acknowledge a source of support for the staff member.
4. To provide regular and constructive feedback to the worker on his or her performance.
5. To set formal individual supervision times and process.
6. Assistance for staff member to perform to the standards specified by the agency.
7. To ensure accountability for the work of the staff member.

Making Supervision Work: What Each Party Agrees to Contribute

Expectations and plan to reach these:

Challenges that impact expectation and how to support working through these:

What does the staff member want/need from the Supervisor?

What will the staff member contribute to make the agreement work?

What will the supervisor and staff member do if there are difficulties working together or achieving agreement?

Adapted from Tony Morrison, Staff Supervision in Social Care, Pavilion Press, 2005