



Pre-Service Transfer of Learning Tool (ToL)

Core Training

Instructions

The Pre-Service Transfer of Learning (ToL) tool is a comprehensive and collaborative activity for workers and supervisors to work together in identifying worker goals, knowledge gain, and priorities for further development throughout the pre-service training process. In four distinct steps, the worker and supervisor will highlight their goals and action plan related to participating in training, reflect on lessons and outstanding questions, and create an action plan to support worker growth. The tool should be started prior to beginning Core Training and re-visited on an ongoing basis to assess growth and re-prioritize actions for development.

Prior to completing any e-Learning¹ and in-person Core Training sessions, the worker and supervisor should meet to complete **Part A: Training Preparation**. In this step, the worker and supervisor will discuss their goals for participation in training and develop a plan to meet those goals through pre-work, other opportunities for learning, and support for addressing anticipated barriers.

In **Part B: Worker Reflections During Training**, the worker will document their thoughts, top takeaways, and outstanding questions regarding each section. This level of reflection serves two purposes. First, the practice of distilling down a full section of training into three takeaways and three remaining questions requires the worker to actively engage with the material, subsequently forming cognitive cues related to the information for future use in case practice. Second, prioritizing takeaways and questions by section allows workers to continually review information to determine if questions are answered in future sessions and supports the development of an action plan by requiring workers to highlight the questions they find most important.

Part C: Planning for Post-Training Debrief with Supervisor asks the worker to consider the takeaways and questions they identified in each section and provides them with a framework to transfer those takeaways and questions into an action plan. Following the worker's preparation, **Part D: Post-Training Debrief with Supervisor** provides an opportunity for the supervisor and worker to determine a specific plan of action to answer outstanding questions and to further support worker training.

While this ToL is specific to the Core Training in the Pre-Service Training: Child Welfare in North Carolina, workers and supervisors can review the takeaways and questions highlighted by the worker in each section of training on an ongoing basis, revising action steps when prior actions are completed and celebrating worker growth and success along the way.

¹ e-Learning Pre-Work only needs to be completed once. Workers who already completed the Foundation Training prior to beginning the Core Training should have already completed this requirement and do not need to complete the e-Learning Pre-Work again.

Part A: Training Preparation

Date of pre-training meeting with supervisor and social worker:		
Social Worker Goals		
<i>What do you hope to get out of Core training? What do you want to walk away from the training knowing or doing?</i>		
Supervisor Goals		
<i>What does the supervisor want the social worker to walk away from Core training knowing or doing?</i>		
Planning		
<i>List any questions you would like answered during Core training.</i>		
<i>List current opportunities you might want to apply to learning during and after Core training.</i>		
<i>List any steps you will take to prepare for Core training (e.g., review NC Child Welfare Policy Manual)</i>		
<i>What are potential barriers to course attendance and full participation?</i>		
<i>What supports will be put in place to address the barriers identified above? (e.g., no calls during training days)</i>		
Worker Signature		
Supervisor Signature		

Part B: Worker Reflections During Training

e-Learning Pre-Work Reflections

e-Learning Modules	
<i>What about the e-Learning module activities and materials did you find most helpful?</i>	
<i>What about the e-Learning module activities and materials did you find most challenging?</i>	
<i>What are your top three “takeaways” from the online e-Learning?</i>	
1	
2	
3	
<i>What are your top three remaining questions from the online e-Learning?</i>	
1	
2	
3	

Note: e-Learning Pre-Work only needs to be completed once. Workers who already completed the Foundation Training prior to beginning the Core Training have already completed this requirement and do not need to complete the e-Learning Pre-Work section of the ToL again.

In-Person Core Reflections

Child Welfare Overview, Roles, and Responsibilities
<i>What about the Child Welfare Overview, Roles, and Responsibilities activities and materials did you find most helpful?</i>
<i>What about the Child Welfare Overview, Roles, and Responsibilities activities and materials did you find most challenging?</i>

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<i>What are your top three “takeaways” from the Child Welfare Overview, Roles, and Responsibilities section?</i>	
1	
2	
3	
<i>What are your top three remaining questions from the Child Welfare Overview, Roles, and Responsibilities section?</i>	
1	
2	
3	

Diversity, Equity, Inclusion, and Bias	
<i>What about the Diversity, Equity, Inclusion, and Bias activities and materials did you find most helpful?</i>	
<i>What about the Diversity, Equity, Inclusion, and Bias activities and materials did you find most challenging?</i>	
<i>What are your top three “takeaways” from the Diversity, Equity, Inclusion, and Bias section?</i>	
1	
2	
3	
<i>What are your top three remaining questions from the Diversity, Equity, Inclusion, and Bias section?</i>	
1	

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2	
3	

Indian Child Welfare Act

*What about the Indian Child Welfare Act activities and materials did you find **most helpful**?*

*What about the Indian Child Welfare Act activities and materials did you find **most challenging**?*

*What are your **top three “takeaways”** from the Indian Child Welfare Act section?*

1	
2	
3	

*What are your **top three remaining questions** from the Indian Child Welfare Act section?*

1	
2	
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Engaging Families through Family-Centered Practice

*What about the Engaging Families through Family-Centered Practice activities and materials did you find **most helpful**?*

*What about the Engaging Families through Family-Centered Practice activities and materials did you find **most challenging**?*

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<i>What are your top three “takeaways” from the Engaging Families through Family-Centered Practice section?</i>	
1	1
2	2
3	
<i>What are your top three remaining questions from the Engaging Families through Family-Centered Practice section?</i>	
1	
2	
3	

Quality Contacts	
<i>What about the Quality Contacts activities and materials did you find most helpful?</i>	
<i>What about the Quality Contacts activities and materials did you find most challenging?</i>	
<i>What are your top three “takeaways” from the Quality Contacts section?</i>	
1	
2	
3	
<i>What are your top three remaining questions from the Quality Contacts section?</i>	
1	

2	
3	

Overview of the Child Welfare Process: Intake

*What about the Overview of the Child Welfare Process: Intake activities and materials did you find **most helpful**?*

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*What about the Overview of the Child Welfare Process: Intake activities and materials did you find **most challenging**?*

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*What are your **top three “takeaways”** from the Overview of the Child Welfare Process: Intake section?*

1	
2	
3	

*What are your **top three remaining questions** from the Overview of the Child Welfare Process: Intake section?*

1	
2	
3	

Overview of the Child Welfare Process: CPS Assessment

*What about the Overview of the Child Welfare Process: CPS Assessment activities and materials did you find **most helpful**?*

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*What about the Overview of the Child Welfare Process: CPS Assessment activities and materials did you find **most challenging**?*

<i>What are your top three “takeaways” from the Overview of the Child Welfare Process: CPS Assessment section?</i>	
1	
2	
3	
<i>What are your top three remaining questions from the Overview of the Child Welfare Process: CPS Assessment section?</i>	
1	
2	
3	

Overview of the Child Welfare Process: In-Home Services	
<i>What about the Overview of the Child Welfare Process: In-Home Services activities and materials did you find most helpful?</i>	
<i>What about the Overview of the Child Welfare Process: In-Home Services activities and materials did you find most challenging?</i>	
<i>What are your top three “takeaways” from the Overview of the Child Welfare Process: In-Home Services section?</i>	
1	
2	
3	
<i>What are your top three remaining questions from the Overview of the Child Welfare Process: In-Home Services section?</i>	

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1	
2	
3	

Overview of the Child Welfare Process: Permanency Planning Services

*What about the Overview of the Child Welfare Process: Permanency Planning Services activities and materials did you find **most helpful**?*

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*What about the Overview of the Child Welfare Process: Permanency Planning Services activities and materials did you find **most challenging**?*

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*What are your **top three “takeaways”** from the Overview of the Child Welfare Process: Permanency Planning Services section?*

1	
2	
3	

*What are your **top three remaining questions** from the Overview of the Child Welfare Process: Permanency Planning Services section?*

1	
2	
3	

Key Factors Impacting Families and Engaging Communities

What about the Key Factors Impacting Families and Engaging Communities activities and materials did you find **most helpful**?

What about the Key Factors Impacting Families and Engaging Communities activities and materials did you find **most challenging**?

What are your **top three “takeaways”** from the Key Factors Impacting Families and Engaging Communities section?

1

2

3

What are your **top three remaining questions** from the Key Factors Impacting Families and Engaging Communities section?

1

2

3

Documentation

What about the Documentation activities and materials did you find **most helpful**?

What about the Documentation activities and materials did you find **most challenging**?

What are your **top three “takeaways”** from the Documentation section?

1

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2	
3	
<i>What are your top three remaining questions from the Documentation section?</i>	
1	
2	
3	

Self-Care and Worker Safety

*What about the Self-Care and Worker Safety activities and materials did you find **most helpful**?*

*What about the Self-Care and Worker Safety activities and materials did you find **most challenging**?*

*What are your **top three “takeaways”** from the Self-Care and Worker Safety section?*

1	
2	
3	
<i>What are your top three remaining questions from the Self-Care and Worker Safety section?</i>	
1	
2	
3	

Part C: Planning for Post-Training Debrief with Supervisor

Summary Reflections

Consider the Transfer of Learning Plan you developed with your supervisor and your reflections during the training. Identify 3-5 action items that you want to discuss with your supervisor in your post-training follow-up meeting regarding your top 3-5 outstanding questions.

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3	
4	
5	
<i>What resources or supports will you request regarding these action items?</i>	
<i>What barriers or pitfalls do you anticipate in addressing these action items?</i>	
<i>How can your supervisor support you to overcome anticipated barriers to address the identified action items?</i>	

Part D: Post-Training Debrief

Date of post-training debrief with supervisor and social worker:		
<i>What are the top three things you learned from the Core training?</i>		
1		
2		
3		
<i>What are your top three remaining questions following the Core training?</i>		
1		
2		
3		
<i>Describe the actions you (and your supervisor) will take to help you to answer your top three remaining questions.</i>		
1		
2		
3		
<i>What barriers or pitfalls do you anticipate in addressing these action items?</i>		
Worker Signature		
Supervisor Signature		