

CARES

at the

*Jordan
Institute
for
Families*

presents

**Ongoing
Professional
Training**

In collaboration with
The Adult Services
Branch,
North Carolina Division of
Social Services

CARES, the Center for
Aging Research and
Educational Services
School of Social Work
CB# 3550
University of North Carolina
Chapel Hill, NC 27599-3550
(919) 962-0650

**The Adult Services Supervisors' Curriculum
Module 4**

The Supervisor's Role in Directing Daily Social Work Activities

**December 4–5, 2002
High Point University
Winston-Salem, NC**

Objectives

At the conclusion of all modules of this curriculum, participants will be able to:

1. articulate a vision of an optimally functioning adult services practice environment
2. use strategic planning and goal setting skills to strengthen adult services programs
3. improve resource development capabilities by developing a supportive environment
4. use effective techniques to direct daily social work activities and manage a productive staff in a supportive environment
5. use skills to create a learning and motivational environment
6. improve program evaluation and establish a self-evaluative environment.

*Visit the CARES web site for updates on the training calendar,
<http://ssw.unc.edu/cares/cares.htm>.*

Adult Services Supervisors' Curriculum, Module 4
**The Supervisor's Role in Directing
Daily Social Work Activities**

December 4–5, 2002

High Point University, Madison Park Campus
Winston-Salem, NC

Description

The six modules of the Adult Services Supervisors' Curriculum are designed to enhance knowledge and skills essential for the administrative, supportive, and educational functions of an effective adult services manager. Each two-day module provides participants with the opportunity to examine current professional concepts, practice their application, and share ideas and experiences among peers. Training methods include lecturettes, assessment tools, videos, case studies, skills practice, and large and small group discussions. Participants are given reference materials and tools to apply in their work.

Module 4, "The Supervisor's Role in Directing Daily Social Work Activities," focuses on developing a positive approach to supervision which includes coaching, performance management, effective leadership styles, and situational leadership. Additionally, this workshop addresses cultural sensitivity and managing conflict.

Audience

Adult services supervisors and program managers.

Sponsors

The Adult Services Branch of the North Carolina Division of Social Services and the Center for Aging Research and Educational Services (CARES), part of the Jordan Institute for Families at UNC–Chapel Hill School of Social Work, sponsor this event.

The University of North Carolina at Chapel Hill and the NC Division of Social Services are committed to equality of educational opportunity and do not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, veteran status, or disability.

Directions to the Site

Directions will be included with the registration confirmation, and they are available through the CARES website, <http://ssw.unc.edu/cares/trnall.htm>.

Registration and Tuition

Enrollment is limited to **20** people. The deadline for registration is **November 20, 2002**. The fee is **\$25.00**, which includes the cost of instruction, program materi-

als, and two breaks each day. Check-in for the workshop is from 8:30 to 9:00 on the first day. Instruction begins at 9:00 and ends at 4:00 each day. Participants are responsible for their own lunches.

Registration forms must be accompanied by a check or an agency payment approval form to be accepted. Please make checks payable to UNC–Chapel Hill School of Social Work. We cannot accept cash payments. If your agency is paying, you may register by fax, (919) 962-3653, if you include a copy of the agency payment approval form. Registrants will receive a confirmation letter. *For agencies paying for several participants with one check, please indicate the participants' names and events for which they have registered.*

Full refunds will be made for cancellations on or before the registration deadline. No refund will be made after that date, but you may send a substitute or transfer your registration to a future offering of this curriculum. Substitutes must fill out a registration form. *Please note:* If you register using an agency approval form, do not attend, and do not cancel, you or your agency will be billed for the full amount of the registration fee.

Participants who attend all days of training will receive a certificate, signed by the Director of the Division of Social Services, listing their name and the number of contact hours earned. At the completion of all six modules of the curriculum, participants will receive a framed certificate.

Further Information

For information about registration issues—to cancel, register a substitute, or inquire about cancellation owing to inclement weather—please contact Libby Phillips at CARES, Jordan Institute for Families, School of Social Work, UNC–Chapel Hill, 27599-3550 or telephone (919) 962-0650. If you need any of the auxiliary aids or services identified in the **Americans with Disabilities Act** in order to attend this program, please contact Ms. Phillips as early as possible and at least 3 weeks before the program. Every effort will be made to accommodate your needs.

For information about the content of the workshop, contact Robin Gault-Winton at the CARES address or telephone (919) 843-7582.

Ongoing Professional Training from CARES, 2002–2003

Please send one registration form per participant. Each participant may register for more than one event using this form. Be sure to mark the dates for which you wish to register. The last day to cancel registration for any event and receive a refund of the fee is the registration deadline date for that event (shown in parentheses). If your agency is paying the registration fee, you may fax this form with a copy of the agency authorization of payment to CARES at (919)962-3653. Otherwise, please mail this form to us with your check made out to **UNC School of Social Work** or a copy of your agency authorization. Cash payments cannot be accepted. The address is: Center for Aging Research and Educational Services, Jordan Institute for Families, School of Social Work, CB#3550, University of North Carolina, Chapel Hill, NC 27599-3550.

Please Print or Type

Dr. Mr. Mrs. Ms. Name _____

First MI Last

Place of Employment _____ Job Title _____

Work Address _____

City _____ State _____ Zip _____

*Home Phone () _____ **SSN _____

Work Phone () _____ Fax () _____ E-mail _____

**we ask for your home phone in case the training session must be postponed on account of inclement weather*

***used for internal record-keeping and required for those programs that issue CEUs*

Education:

Highest Degree

- HS
- Associate
- Bachelor
- Masters
- Doctorate

Highest Social Work Degree

- BSW
- MSW
- PhD/DSW

Work Type:

- Direct Client Service
- Line Supervisor
- Staff Development
- Program Manager
- Program/Admin. Support
- Director

Employment Type:

- Federal
- State
- County DSS
- County Non-DSS
- Public Univ/College Faculty
- Private Univ/College Faculty
- Private Agency
- Volunteer

Applications in Family Centered Practice with Adults:

Next Steps (\$20)

- October 1, 2002, Chapel Hill (Sept. 16)
- March 25, 2003, Fayetteville (Mar. 11)
- March 27, 2003, Hickory (Mar. 13)
- April 30, 2003, Waynesville (Apr. 13)

Effective Counseling in Adult Services (\$35)

- October 2–3, 2002, Winston-Salem (Sept. 17)
- Jan. 23–24, 2003, Fayetteville (Jan. 9)
- Feb. 3–4, 2003, Hickory (Jan. 20)
- May 21–22, 2003, Raleigh (May 6)

Effective Social Work Practice in Adult Services:

A Core Curriculum (\$50)

- October 15–17 and November 19–21, 2002
Chapel Hill (Oct. 1)
- February 18–20 and March 11–13, 2003, Albemarle
(Feb. 4)
- April 1–3 and 8–10, 2003, Boone (Mar. 18)

Effective Supervision and Management in Adult Services (\$25 per module)

- Module 2, May 8–9, 2003, Raleigh (Apr. 24)
- Module 3, April 9–10, 2003, Charlotte (Mar. 25)
- Module 4, Dec. 4–5, 2002, Winston-Salem (Nov. 20)
- Module 6, Nov. –6–7, 2002, Fayetteville (Oct. 22)

Geriatric Mental Health (\$50)

You must register through the AHECs for these events.
December 2–3 and 10–11, 2002, Asheville
Through Mountain AHEC; call Bill Barthel, (828) 257-4482, for a registration form.

February 25–26 and March 4–5, 2003, Greenville
Through Eastern AHEC; call Kelly Dickens, (252) 816-5209, for a registration form.

An Introduction to Aging (\$40)

- September 26–27, 2002, Fayetteville (Sept. 12)
- October 8–9, 2002, Hickory (Sept. 24)
- January 15–16, 2003, Charlotte (Jan. 2)

Working with Clients Who Have Serious Mental Illness: The DSS Perspective (\$35)

- November 6–7, 2002, Elizabeth City (Oct. 23)
- April 29–30, 2003, Charlotte (Apr. 15)

____ Number of Events for Which You Are Registering

Total amount of fees \$ _____

Payment Options:

- Check Enclosed
- Agency Authorization of Payment (check pending)

Please note: Registration forms must be accompanied by a check or an authorization to be accepted.