



North Carolina Permanency Planning Track Training Transfer of Learning Tool (ToL)

Instructions

The Permanency Planning Services Track Training Transfer of Learning (ToL) tool is a comprehensive, collaborative activity for workers and supervisors to identify worker goals, knowledge gains, and priorities for further development throughout the training process. In four distinct steps, the worker and supervisor will highlight their goals and action plan for participating in training, reflect on lessons and outstanding questions, and create an action plan to support the worker's growth. The tool should be started before beginning the Permanency Planning Services Track Training and revisited on an ongoing basis to assess growth and reprioritize development actions.

- **Part A: Training Preparation:** Before completing any eLearning and in-person Track Training sessions, the caseworker and supervisor should meet to complete Part A: Training Preparation. In this step, the caseworker and supervisor will discuss their goals for participating in training and develop a plan to meet those goals through pre-work, other learning opportunities, and support to address anticipated barriers.
- **Part B: Worker Reflections During Training:** There is space in each topic for caseworkers to record their notes in the participant workbooks for each day of training. For many slides, questions prompt workers to reflect on why the materials matter and how they will apply them in their practice. Some, but not all, of these questions may be asked by the training facilitator during the training. Each section includes a “Reflections & Check-In” at the end, where the caseworker will document their thoughts, takeaways, and outstanding questions. 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 caseworker 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 caseworkers 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:** The caseworker considers the takeaways and questions they identified in each section and creates a framework to transfer those takeaways and questions into an action plan.
- **Part D: Post-Training Debrief with Supervisor:** Provides an opportunity for the supervisor and caseworker to determine a specific plan of action to answer outstanding questions and to further support worker training.

While this ToL is specific to the Track Training 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.

Part A: Training Preparation

Date of pre-training meeting with supervisor and caseworker:	
Name of Track Training attending:	
Caseworker Goals	
<i>What do you hope to get out of Track Training? What do you want to walk away from the training knowing or doing?</i>	
Supervisor Goals	
<i>What does the supervisor want the caseworker to walk away from Track Training knowing or doing?</i>	
Planning	
<i>List any questions you would like answered during Track Training.</i>	
<i>List current opportunities you might want to apply to learning during and after Track Training.</i>	
<i>List any steps you will take to prepare for Track Training (for example: 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? (for example: no calls during training days)</i>	
Caseworker Signature	
Supervisor Signature	

Part B: Worker Reflections During Training

Caseworkers should complete Part B associated with the Track Training they attend (*i.e. Intake in Child Welfare, CPS Assessment, In-Home Services in Child Welfare, Permanency Planning Services, and/or Foster Home Licensing*) and continue to monitor takeaways and remaining questions as they continue to attend trainings associated with their child welfare role.

Permanency Planning Services Reflections

Permanency Planning Services Track	
<i>What about the Permanency Planning Services training activities and materials did you find most helpful?</i>	
<i>What about Permanency Planning Services training activities and materials did you find most challenging?</i>	
<i>What are your top three “takeaways” from the Permanency Planning Services training?</i>	
1	
2	
3	
<i>What are your top three remaining questions from the Permanency Planning Services training?</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.

1

2

3

4

5

What resources or supports will you request regarding these action items?

What barriers or pitfalls do you anticipate in addressing these action items?

How can your supervisor support you to overcome anticipated barriers to address the identified action items?

Part D: Post-Training Debrief

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