

Transfer of Learning Tool (TOL)

Instructions: **Part A** is completed and submitted to the trainer prior to the first day of class. **Part B** is completed during the training and **Part C** is completed within 7 days after the training event.

Tool goals:

1. Ensure social workers get as much as possible from training;
2. Support social workers in transferring learning and skills from training to the workplace.

See page 6 for Course Competencies

Course Title: **Permanency Planning in Child Welfare**

Training Dates: _____ Location: _____

Part A: Training Preparation *Complete and submit to the trainer prior to the first day of class.*

Date of pre-training meeting between supervisor and social worker (Part A): _____

A1. **Social Worker's goals for the training** (*What do you hope to get out of this training? What do you want to walk away from the training knowing or doing?*)

A2. **Supervisor's goals for the training** (*What does the supervisor want the worker to walk away from the training knowing or doing?*)

A3. List specific questions the social worker would like answered about the topic:

A4. List current opportunities the social worker might want to apply learning during and after this training:

A5. List any steps the social worker will take to prepare for the course (e.g., review NC child welfare team policies)

A6. What are potential barriers to course attendance and full participation? What supports will be provided to address barriers (e.g., no calls during training days, etc.)?

Supervisor's Signature: _____ Date: _____

Worker's Signature: _____ Date: _____

Part B: During the Training

At the end of each training day, you will be asked to complete TOL activities to apply your learning. Please only answer these questions when prompted by the trainers. You will share your responses and ideas with your supervisor in your follow up meeting after the training.

Day One Reflections

1. What about today's activities and material did you find most helpful?

2. What about today's activities and material did you find most challenging?

3. What are your top three "takeaways" for today?

Day Two Reflections

1. What about today's activities and material did you find most helpful?

2. What about today's activities and material did you find most challenging?
3. What are your top three "takeaways" for today?

Day Three Reflections

1. What about today's activities and material did you find most helpful?
2. What about today's activities and material did you find most challenging?
3. What are your top three "takeaways" for today?

Day Four Reflections

1. What about today's activities and material did you find most helpful?
2. What about today's activities and material did you find most challenging?

3. What are your top three “takeaways” for today?

Summary of Reflections

Review your notes from all training days and consider the following:

1. Consider the Transfer of Learning plan you negotiated with your supervisor and your reflections during the training, identify a few action items you want to discuss with your supervisor in your post training follow up meeting.
2. What are the merits of the action items you selected? How will they strengthen your practice, benefit the agency and/or enhance the safety and well-being of children?
3. What resources or supports will you request?
4. What barriers or pitfalls do you anticipate? How can you address these? What supports do you need?

Part C: Post-Training Debrief *Complete within 7 days after last day of training and email to registrar@dhhs.nc.gov*

Date of debriefed meetin with supervisor: _____

C1. What are the top three things you learned from the training?

C2. Describe your action plan in response to this training.

C3. What might be some **potential barriers** to applying the skills and knowledge obtained from the training (e.g., time, resources, etc.)? How might these barriers be overcome?

C4. What do you need from your supervisor to apply what was learned in this training?

Supervisor's signature: _____ Date: _____
Social Worker's signature: _____ Date: _____

Competencies

- Understands the fundamental concepts of culture, how one's own culture affects one's perceptions, behavior and values; and knows how cultural differences can affect the delivery of child welfare services
- Understands the process and dynamics of normal, reciprocal attachments of children with their families and significant caregivers.
- Knows the necessity of regular and frequent visits to maintain family members' relationships with a child in placement; and can use effective practices to make visitation more beneficial for the child and family.
- Understands the importance of conducting routine and timely case reviews with families and knows how to reassess the outcomes of plans and service interventions and make appropriate modifications.
- Can assess the needs of children requiring placement and can select and maintain the most appropriate, least restrictive, most homelike, culturally relevant setting to meet the child's needs.
- Can recognize the physical, emotional, and behavioral indicators of stress in adults and in children of varying ages.
- Knows the stages of grief and understands how grief manifests in children at different developmental levels, in birth parents and substitute caregivers.
- Knows how to use family-centered casework methods to promote family preservation and permanence for children by involving family members in case planning, providing services to maintain children in their own homes, assuring family members' involvement with their children in placement, and providing the services needed to achieve timely reunification.

- Knows ways to help children and families manage stress and knows the importance of intervening early to help prevent escalation into crisis.
- Knows how to use family-centered casework methods to promote family preservation and permanence for children by involving family members in case planning, providing services to maintain children in their own homes, assuring family members' involvement with their children in placement, and providing the services needed to achieve timely reunification.
- Knows ways to help children and families manage stress and knows the importance of intervening early to help prevent escalation into crisis.
- Knows the importance of post-placement supportive and treatment services and can assure that these services are provided to children and their adoptive and foster families.
- Understands the significance of kinship relationships to a child and knows ways to encourage and maintain these ties whenever possible.
- Able to develop collaborative relationships with caregiving families and can promote joint planning and delivery of services for the child in care.
- Understands the factors that contribute to placement disruptions and knows strategies to prevent disruption
- Understands the complex issues involved in service termination and case closure and can plan for case closure and follow-up services.
- Can apply the relevant federal, state and local laws, policies, procedures and best practice standards related to their area of practice and understands how these support practice towards the goals of permanence, safety, and well-being for children.
- Knows and can apply social work values and principles in child welfare practice.
- Understands the importance of effective case planning and knows the steps in the case planning process.
- Understands the purpose, operations and benefits of multi-disciplinary teams and can function as a contributing member of the team.