



North Carolina Intake Track Training Transfer of Learning Tool (ToL)

Instructions

The Track Training 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 Track 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 Track Training and re-visited on an ongoing basis to assess growth and re-prioritize actions for development.

Prior to completing any e-Learning and in-person Track 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 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 social worker:		
Name of Track Training attending:		
Social Worker 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 social worker 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 (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

Social workers 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.

Intake in Child Welfare Training Reflections

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



Part C: Planning for Post-Training Debrief with Supervisor

Summary Reflections	
<i>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.</i>	
1	
2	
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 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 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		