



North Carolina Department of Health and Human Services
Division of Social Services

2405 Mail Service Center • Raleigh, North Carolina 27699-2405
Courier 56-20-25 Fax 919-715-0023

Michael F. Easley, Governor
H. David Bruton, M.D., Acting Secretary

E. C. Modlin, ACSW, Director
(919) 733-3055

February 2, 2001

Dear County Director of Social Services:

Attention: Adult Services Supervisors, Program Managers, and Lead Workers

Subject: The Supervisor's Role in Planning and Budgeting—Module 2 of the Adult Services Supervisors' Curriculum

I am pleased to inform you that Module 2 of the six-part curriculum designed for adult services supervisors and program managers has been scheduled for April 5-6, 2001 at the Ben Craig Center in Charlotte. This is the only offering of Module 2 this fiscal year. The focus of this workshop—The Supervisor's Role in Planning and Budgeting—is vitally important for adult services programs.

This training event is especially appropriate for adult services supervisors and program managers who have already attended Module 1 of the curriculum. It is not necessary to have taken any of the other modules as a prerequisite to Module 2. Lead workers in adult services, especially in smaller county departments, will also find this training useful.

In Module 2, participants will consider what it means to manage strategically in an environment where there are constant challenges and changes. This workshop focuses on the important planning and budgeting functions of the adult services manager. Similar to the other five modules of the curriculum, this training will encourage active participation in learning.

The co-sponsors of this training are the Division of Social Services and the Center for Aging Research and Educational Services (CARES), part of the Jordan Institute for Families, School of Social Work UNC-Chapel Hill. Participants who complete all six modules of the curriculum will receive a certificate signed by the Dean of the UNC-CH School of Social Work and the Director of the Division of Social Services. This is in recognition of the knowledge and skills gained in their pursuit of excellence in adult services supervision and management.

Dear County Director
Re: Module 2
February 2, 2001
Page 2

Registration information for this workshop is attached. Registration is limited to 20 participants to facilitate group discussion and participation. Registration deadline is March 22, 2001. The fee for the two-day program is \$25.00. We encourage early registration.

If you need additional information, you are welcome to contact Suzanne Merrill in the Adult Services Branch (919-733-3818), your Adult Programs Representative or Linda Rahija at CARES (919-962-5163).

Sincerely,



John T. Tanner, Chief
Adult and Family Services Section

ks

Attachment

AFS-02-2001