

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 2**

The Supervisor's Role in Planning and Budgeting

**April 5–6, 2001
Ben Craig Center
8701 Mallard Creek Rd.
Charlotte, 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 planning and budgeting skills to construct an enabling environment
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
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>.*

The Supervisor's Role in Planning and Budgeting

April 5–6, 2001

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8701 Mallard Creek Rd.
Charlotte, 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 2, "The Supervisor's Role in Planning and Budgeting," focuses on the important role of planning and budgeting for adult services programs. Consideration is given to what it means to manage strategically in an environment of constant change and substantial challenges.

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.

Registration and Tuition

Enrollment is limited to **20** people. The deadline for registration is **March 22, 2001**. The fee is **\$25.00**, which includes the cost of instruction, program materials, 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.

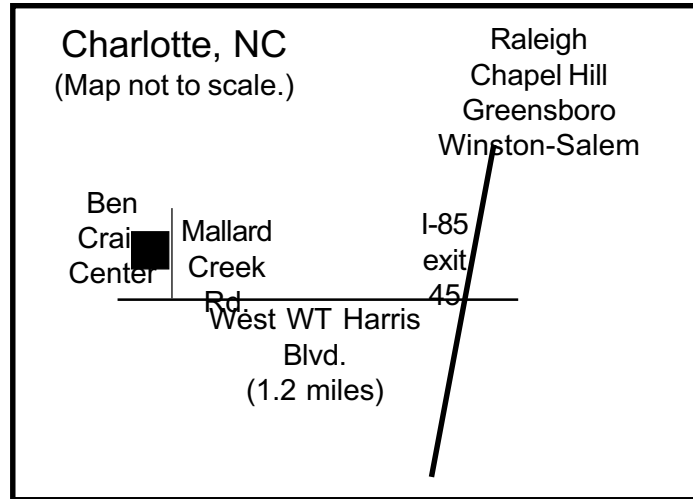
Further Information

For information about registration issues—to cancel, register a substitute, or inquire about cancellation owing to inclement weather—please contact Delores Darby at the Center for Aging Research and Educational Services, 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 Delores Darby 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 Linda Rahija at the CARES address or telephone (919) 962-5163.

Ben Craig Center

8701 Mallard Creek Rd.
Charlotte, NC



National motel chains near the site include:

Hampton Inn

8419 N. Tryon Street
(704) 548-0905

Holiday Inn

8520 Univ. Executive Park Dr.
(704) 547-0999

Courtyard by Marriott

333 W. T. Harris Blvd.
(704) 549-4888

Sleep Inn

8525 N. Tryon St.
(704) 549-4544

(These addresses are provided as a convenience to registrants. Listing here is not an endorsement by CARES, the Division of Social Services, or UNC-Chapel Hill.)

Ongoing Professional Training from CARES, Spring 2001

Registration Form

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 Delores Darby at (919) 962-3653. Otherwise, please mail this form to her 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 M 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)

- Feb. 21, 2001, Albemarle (Feb. 7)
- Mar. 9, 2001, Raleigh (Feb. 23)

Effective Counseling in Adult Services (\$35)

- Feb. 12–13, 2001, Charlotte (Jan. 29)
- Feb. 26–27, 2001, Hickory (Feb. 12)
- Mar. 13–14, 2001, Winston-Salem (Feb. 27)
- April 23–24, 2001, Wilson (Apr. 9)

Effective Social Work Practice in Adult Services: A Core Curriculum (\$50)

- Feb. 27–Mar. 1 and Mar. 27–29, 2001, Wilson (Feb. 13)
- May 1–3 and 15–17, 2001, Raleigh (Apr. 17)

Geriatric Mental Health (\$50)

- Mar. 6–7 and 20–21, 2001, (Feb. 22)

An Introduction to Aging (\$40)

- Feb. 5–6, 2001, Winston-Salem (Jan. 22)
- May 7–8, 2001, Wilmington (Apr. 23)

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

- Apr. 2–3, 2001, Wilson (Mar. 19)

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

- Module 1, Jan. 22–23, 2001, Raleigh (Jan. 8)
- Module 2, Apr. 5–6, 2001, Charlotte (Mar. 22)
- Module 3, May 10–11, 2001, Chapel Hill (Apr. 25)
- Module 5, Feb. 8–9, 2001, Burlington (Jan. 25)
- I have a Supervisor's Curriculum notebook already.

____ 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.