



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

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Michael F. Easley, Governor
Carmen Hooker Buell, Secretary

Pheon E. Beal, Director
(919) 733-3055

October 22, 2001

Dear County Director of Social Services

Attention: Adult Services Supervisors and Program Managers

Subject: Effective Supervision and Management in Adult Services: The Adult Services Supervisors' Curriculum (Module 5): The Supervisor's Role in Teaching and Motivation

I am very pleased to inform you that ***Effective Supervision and Management in Adult Services: The Adult Services Supervisors' Curriculum (Module 5): The Supervisor's Role in Teaching and Motivation*** will be offered ***January 30-31, 2002 at the Wilson County Department of Social Services in Wilson.*** Co-sponsors of this workshop are the 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.

This workshop is one module of a six-part curriculum designed for adult services supervisors and program managers. It is recommended that those registering will have already participated in Module One: The Supervisor's Role in Supporting Excellent Adult Services Social Work Practice. Prior completion of other modules is not necessary.

Module 5 focuses on the important role of the supervisor and manager as a teacher and motivator of personnel in adult services. Participants will discuss and demonstrate ways to create a work environment that supports learning and growth among employees and encourages excellence in performance. This workshop also demonstrates how the record-keeping tools for adult services can assist supervisors in identifying their workers' learning needs and monitoring professional development.

Registration information for the training is attached and is also available through the **CARES website:** <http://ssw.unc.edu/cares/trnall.htm> Registration is limited to **20** participants, to facilitate group discussion and participation. The fee for this two-day training is **\$25.00**. The deadline for registration is **January 16, 2002**. If you need additional information, you are welcome to contact Suzanne Merrill in the Adult Services Branch (919) 733-3818, your Adult Programs Representative, Libby Phillips at CARES, (919) 962-0650, or Linda Rahija at CARES (919) 962-5163.

Sincerely,

A handwritten signature in black ink, appearing to read "John T. Tanner".

John T. Tanner, Chief
Adult and Family Services Section

JTT/SM:ks
Attachment
AFS-26-2001