



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

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Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

April 1, 2008

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Welfare Program Administrators, Supervisors, and Workers

SUBJECT: The Individualized Training Assessment Tool

As part of our continuing efforts to promote professional development for child welfare social workers and supervisors in county departments of social services, we are pleased to announce a new feature of the Division's training web site, www.ncswLearn.org. The Individualized Training Assessment (ITA) tool is available to all county DSS child welfare social workers, supervisors, managers, and administrators.

The ITA will help county DSS child welfare workers and supervisors identify and prioritize their training needs. It allows supervisors and workers to:

- identify their training needs based on current job responsibilities
- find their highest priority trainings
- get a list of their required, recommended, and elective courses offered by the Division
- provide an overview of their training expectations to their supervisors and administrators

The ITA is divided into two parts. **Part A: Training Requirements** of the ITA provides a comprehensive list of required, recommended, and elective trainings based on the worker's or supervisor's job responsibilities.

The new feature now available to workers is **Part B: Self Assessment** of the ITA, which focuses on the worker's training interests and priorities and allows workers to identify a short list of trainings tailored specifically to their needs.

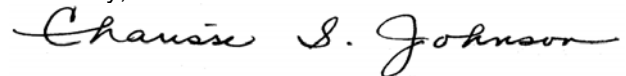
Through Part B, users assess themselves in terms of a specific set of competencies (knowledge and skills related to their job responsibilities). This assessment, which takes approximately 15-20 minutes, generates a list of recommended trainings based on workers' responses and their training history. Workers can complete this self-assessment on their own or in consultation with their supervisors.

Part B of the ITA is also available to supervisors for assessment of their own competencies and learning needs.

Please note the purpose of the ITA is to help supervisors and workers identify areas to enhance their professional development; this tool is not intended or appropriate for the purpose of evaluating workers' performance. We want to encourage social workers and supervisors to take advantage of this tool. We recommend that supervisors and workers take the self-assessment (Part B of the ITA) at least once a year or any time their job function changes within the agency.

If you have any questions or need for technical assistance related to the use of this tool, please contact our Staff Development Team at (919) 733-7672.

Sincerely,



Charisse Johnson, Chief
Family Support and Child Welfare Services

cc: Sherry Bradsher
Jo Ann Lamm
Children's Program Representatives
Work First Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons

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