

# Transfer of Learning Tool (TOL)

*Instructions:* **Part A** is completed completed and submitted to the trainer prior to the first day of class. **Part B** is completed during the training and **Part C** is completed within 7 days after the training event.

Tool goals:

1. Ensure child welfare workers get as much as possible from training;
2. Support child welfare workers in transferring learning and skills from training to the workplace.

See Page 6 for Course Competencies

Course Title: **In-Home Services in Child Welfare**

Training Dates: \_\_\_\_\_ Location: \_\_\_\_\_

**Part A: Training Preparation** *Complete and submit to the trainer prior to the first day of class.*

Date of pre-training meeting between supervisor and social worker (Part A): \_\_\_\_\_

A1. **Social Worker's goals for the training** (*What do you hope to get out of this training? What do you want to walk away from the training knowing or doing?*)

A2. **Supervisor's goals for the training** (*What does the program manager/administrator want the supervisor to walk away from the training knowing or doing?*)

A3. List specific questions the social worker would like answered about the topic:

A4. List current opportunities the social worker might want to apply learning during and after this training:

A5. List any steps the social worker will take to prepare for the course (e.g., review NC child welfare team policies)

A6. What are potential barriers to course attendance and full participation? What supports will be provided to address barriers (e.g., no calls during training days, etc.)?

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Part B: During the Training**

At the end of each training day, you will be asked to complete TOL activities to apply your learning. Please only answer these questions when prompted by the trainers. You will share your responses and ideas with your supervisor in your follow up meeting after the training.

### **Day One Reflections**

1. What about today's activities and material did you find most helpful?
  
  
  
  
  
  
  
  
  
  
2. What about today's activities and material did you find most challenging?
  
  
  
  
  
  
  
  
  
  
3. What are your top three "takeaways" for today?

### **Day Two Reflections**

1. What about today's activities and material did you find most helpful?
  
  
  
  
  
  
  
  
  
  
2. What about today's activities and material did you find most challenging?
  
  
  
  
  
  
  
  
  
  
3. What are your top three "takeaways" for today?

## **Day Three Reflections**

1. What about today's activities and material did you find most helpful?
  
  
  
  
  
  
  
  
  
  
2. What about today's activities and material did you find most challenging?
  
  
  
  
  
  
  
  
  
  
3. What are your top three "takeaways" for today?

## **Day Four Reflections**

1. What about today's activities and material did you find most helpful?
  
  
  
  
  
  
  
  
  
  
2. What about today's activities and material did you find most challenging?
  
  
  
  
  
  
  
  
  
  
3. What are your top three "takeaways" for today?

## **Summary of Reflections**

Review your notes from all training days and consider the following:

1. Consider the Transfer of Learning plan you negotiated with your supervisor and your reflections during the training, identify a few action items you want to discuss with your supervisor in your post training follow up meeting.
2. What are the merits of the action items you selected? How will they strengthen your practice, benefit the agency and/or enhance the safety and well-being of children?
3. What resources or supports will you request?
4. What barriers or pitfalls do you anticipate? How can you address these? What supports do you need?

### **Part C: Post-Training Debrief** *Complete within 7 days after the last day of training and email it to registrar@dhhs.nc.gov*

Date of debrief meeting with supervisor: \_\_\_\_\_

**C1. What are the top three things you learned from the training?**

**C2. Describe your action plan in response to this training.**

**C3. What might be some potential barriers to applying the skills and knowledge obtained from the training (e.g., time, resources, etc.)? How might these barriers be overcome?**

**C4. What do you need from your supervisor to apply what was learned in this training?**

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Social Worker's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Competencies

- Understands how to write concise, summarized, timely case documentation and the importance of maintaining documentation in the family case record.
- Understands the complex issues involved in service termination and case closure and can plan for case closure and follow-up services.
- Can apply the relevant federal, state and local laws, policies, procedures and best practice standards related to their area of practice and understands how these support practice towards the goals of permanence, safety, and well-being for children.
- Knows and can apply social work values and principles in child welfare practice.
- Understands resistance as a natural component of the change process and knows methods to increase cooperation and reduce opposition.
- Understands the importance of a comprehensive and balanced assessment, knows what data must be gathered and how to thoroughly assess alleged abuse or neglect, family strengths and needs, and the risk and safety of children.
- Understands the potential effects of cultural differences on the development of a relationship and knows strategies to establish relationships with people from cultural backgrounds different from one's own.
- Can select appropriate techniques and conduct effective social work interviews.
- Knows the roles and responsibilities of other disciplines, community agencies and service providers and can collaborate with these agencies and practitioners to promote effective delivery of services that assure a safe, permanent family environment for children.
- Understands the importance of effective case planning and knows the steps in the case planning process.