

Transfer of Learning Tool (TOL)

Instructions: **Part A** is 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: Intake in Child Welfare

Training Dates: _____ **Location:** _____

Part A: Training Preparation *Complete and submit to the trainer prior to 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 supervisor want the worker 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?

Part C: Post-Training Debrief *Complete within 7 days after last day of training and email 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 the basis and process of decision making in child welfare services.
- Knows pertinent information to be gathered from persons making referrals to document on an intake report and knows when to accept or to screen out a report.
- Can recognize indicators of potential danger and knows strategies to reduce risk of personal harm when making home visits or interviewing hostile or violent clients.
- 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.
- Understands the historical, philosophical, and legal basis of child welfare practice.
- Knows and can apply social work values and principles in child welfare practice.