

Supervisor Core Module 6: Building a Highly Effective Unit Training Transfer Indicators

Supervisor: _____ **Date Module Attended:** _____ **Reviewer:** _____ **Today's Date:** _____

There is a set of fundamental supervision and management knowledge and skills needed in order to be an effective supervisor. Whether on the job for two months or several years, these concepts should be regularly reviewed by a supervisor and their manager to achieve a high level of supervision.

How to use Training Transfer Indicator's (TTI's): For new supervisors, following Supervisor Core Module VI, use the TTI's to assess the supervisor's learning and application. Review the TTI's during supervision to reinforce concepts learned during Core and apply them to every day practice. For seasoned supervisors, use the TTI's as a conversation guide to revisit fundamental supervision and management knowledge and skills.

Synopsis of Supervisor Core Module VI: Building a Highly Effective Unit: Developing a highly effective unit is a primary goal for any child welfare supervisor. This module addresses several topics conducive to new supervisors as they work toward establishing their units. Supervisors will also have an opportunity to assess their unit's current functioning related to seven characteristics of highly functioning units, practice strategies to improve their unit effectiveness, and create a plan to improve their unit's overall level of functioning.

Training Transfer Indicators	Plan for Further Development
Topic: Group Development	
What are the five stages of group development	
Describe how you would work with your unit in the Storming Stage.	
Name three things you can do to make a new person feel welcomed into an established unit.	
Topic: Characteristics of Highly Effective Units	
Name four characteristics of highly effective units.	

Training Transfer Indicators	Plan for Further Development
For the four characteristics you identified, what strategies might you use to help your unit achieve these characteristics?	
To ensure agreement before taking action, what form of decision-making is recommended and why?	
Topic: Building a Highly Effective Unit	
Describe the importance of unit meetings for building and sustaining a highly effective unit.	
What are some strategies you will use to ensure effective unit meetings?	
Explain why it is important for units to establish rules of behavior for all its members?	
Topic: Sustaining a Highly Effective Unit	
Name five strategies for sustaining unit progress.	
What will your process be for guiding your staff in setting clear, attainable unit goals?	
How will you create and maintain an environment where making mistakes is an opportunity for learning?	

Additional Comments: