

## Professional Development of Staff 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 in order to achieve a high level of supervision.

**How to use Training Transfer Indicator's (TTI's):** For new supervisors, following Supervisor Core Module V, 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 V: Professional Development of Staff:** In this workshop, the focus is on the supervisor's attention to creating and sustaining a learning environment within the organization and facilitating learning opportunities for staff to grow and develop. Supervisors are given information to help them understand the diverse learning needs they may encounter with their staff. The Individual Training Needs Assessment (ITNA) is introduced as a tool to help them identify the training needs of their staff and themselves. A variety of learning opportunities are presented, and the role of the supervisor as coach is highlighted. Supervisors are also introduced to the professional development planning process, and their role in the facilitation of transfer of learning for staff is identified.

Training Transfer Indicators	Plan for Further Development
<b>Topic: Professional Development</b>	
Describe the performance gaps of a high performing worker in your unit.	
Describe the performance gaps of a low performing worker in your unit.	
What strategies will you use to promote the professional growth of your high performer?	
What strategies will you use to promote the professional growth of the low performer?	

Training Transfer Indicators	Plan for Further Development
<b>Topic: Unit Culture that Supports Learning</b>	
Describe the characteristics of an effective learning culture.	
What steps will you take to move your unit towards becoming a learning culture?	
<b>Topic: Individual Development Planning</b>	
Describe how you will use the Individual Training Needs Assessment (ITNA) with your staff.	
Describe the relationship between the ITNA and the Individual Development Plan (IDP).	
Describe how the IDP is used as a tool to promote the professional development of your staff.	

**Additional Comments:**

---



---



---



---



---



---



---



---



---



---