

**“Putting the Pieces Together: Supervisor Core Training”
Follow-up Evaluation**

Date: _____

Last 4 digits of your SS# _____

III. Your Education

Highest level: ___ High School/GED ___ Associate’s Degree ___ Bachelor’s ___ Master’s ___ Doctorate

If you have Bachelor’s or higher: ___ Social Work ___ Related degree (psych, counseling) ___ Other (specify) _____

IV. Your Job

CPS _____ JS _____ State DFS _____

Supervisor _____ Office Manager _____ District Manager _____ State Administration _____

How long have you been in your current position? _____ How long have you worked in Human Services? _____

V. Your Experience

Tell us about your experience with applying information taught at the Supervisor training (i.e. transfer of learning) to your job.

Use the following scale to rate the first five questions.

(5) Strongly Agree, (4) Agree, (3) Neutral, (2) Disagree, (1) Strongly Disagree

_____ 1. Overall, I am satisfied with the training, “Putting the Pieces Together: Supervisor Core Training”.

_____ 2. I have used the knowledge and skills I learned from the activities and training provided by the Supervisor Core training.

_____ 3. As a result of the Supervisor Core training, I am a more effective supervisor.

_____ 4. As a result of using the knowledge/skills from the activities and training, I have observed a positive impact on the day-to-day activities in my unit.

_____ 5. My agency has supported my efforts to apply my knowledge and skills to the job.

For each of the competencies taught at the training, please rate the extent to which you applied the skills or knowledge that you learned during the training to the job (4) A Great Deal (3) Some (2) A Little (1) Not at all; (NA) Not applicable if you would never use it in your job:

Administrative Supervision

Competency

Applied to the job?

1: Communicates agency mission, vision, and philosophy.

2: Develops awareness of one’s own attitudes, needs, and behavior and their effect on relationships within the agency. They may be similar or different than the organization’s.

3: Applies organizational and management approaches and philosophies to self and the

agency for maximum management effectiveness.

4: Understands how to successfully transition from peer and worker to supervisor.

5: Creatively and effectively advocates for clients and staff within and outside the agency.

6: Has an awareness of and utilizes strategies that can facilitate introduction and management of changes in the workplace.

7: Applies a system for ensuring accountability to stakeholders for agency performance.

8: Appropriately uses data for decision-making and planning to ensure the proper focus on outcomes.

9: Participates in the recruitment, selection, and transition process.

10: Develops self-awareness of one's own attitudes, needs, and behavior and their effect on relationships within the agency. They may be similar or different than the organizations.

Educational Supervision

Competency

Applied to job?

1: Understands and values diversity and different styles of perceiving, learning, communicating, and operating.

2: Understands the value of a developmental approach to supervision and can adapt supervision style to worker's stage of development.

3: Understands how to administer an Individual Training Needs Assessment (ITNA) with workers.

4: Knows how to improve the transfer of learning from the classroom to the field.

5: Understands the value and components of a mentoring program.

6: Knows, can model, and teach necessary elements of statutes, rules, policies, assessment, decision making, case planning, and case process to staff to facilitate the best possible case outcomes.

7: Able to provide constructive feedback.

8: Able to apply coaching techniques to supervision situations.

9: Knows and can recognize when a worker's emotional responses and/or judgment interfere with the casework process and can empower the worker to identify and examine these issues.

10: Knows the value and components of proactive, structured supervision.

Supportive Supervision

Competency

Applied to job?

1: Knows the value of Supportive Supervision.

2: Knows how to motivate staff.

3: Able to recognize secondary trauma in self and others and implement strategies to address it.

4: Able to recognize burnout and recommend interventions to address it.

5: Able to assess and improve team functioning and Need a competency on working in groups.

6: Able to identify and facilitate successful resolution of conflict.

7: Able to apply strategies to increase the job satisfaction of workers and improve retention.

Please list factors that helped or hindered your application of training to the job.

Helped: _____

Hindered: _____

Other comments: _____
