

Pre-Module 1 Training Checklist for Child Welfare Supervisors

Supervisor Name

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Show, Provide or Explain to the New Supervisor:

1) Supervisor Transition Meeting

Supv Initials	Date	DD/FM Initials	Date
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2) Complete required yearly LMS trainings

Supv Initials	Date	DD/FM Initials	Date
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3) Locate WEBFOCUS Reports on the Infonet

Supv Initials	Date	DD/FM Initials	Date
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4) Use Outlook Calendar as a tool for Time Management

Supv Initials	Date	DD/FM Initials	Date
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Prior to attending Module 1 of Academy:

1) Read: **Child Welfare Supervision: A Practical Guide for Supervisors, Managers, and Administrators**

- Chapter 2, pages 23-27
- Chapter 3, pages 44-60
- Chapter 4, pages 61-61
- Chapter 5, pages 93-108
- Chapter 10, pages 220-223, 231-236, 241-256
- Chapter 11, pages 278-285

Supv Initials	Date	DD/FM Initials	Date
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2) Read: **Strengths Based Leadership**

- Review **Top 5 Theme Report**

Supv Initials	Date	DD/FM Initials	Date
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