



Child Welfare Training Center  
1200 West Rock Creek, Suite D  
Norman, Oklahoma 73069



**The Mission of the Child Welfare Training Program is to support and enhance the OKDHS Child Welfare workforce through training, mentoring and educational opportunities, to improve the safety, permanency and well-being outcomes for children and families involved in the Oklahoma Child Welfare system.**

### **Expectations of Professional Behavior**

While attending CORE training, I understand I am considered on duty and will be expected to meet standards of appropriate dress and conduct myself in a professional manner. This includes, but is not limited to the following standards:

- **We are on time** (be present when classes start, complete learning opportunities, quizzes, return from breaks/lunch timely)
- **We respect our role** (dress professionally, gracefully accept feedback, share thoughts and asks questions such that we may learn)
- **We respect our peers** (cell phones are avoided during class, speak in the manner we want to be spoken to, we tell the truth, we listen to others when they are speaking, we direct our attention to those speaking)
- **We respect our environment** ( avoid smoking on premises, clean up our messes)
- **We continue to critically evaluate ours and others performance** (collective responsibility) such that we continue professional growth

I understand training staff will contact my supervisor and District Director/Field Manager regarding any challenges with CW Specialists. I further understand misconduct or unprofessional behavior may result in corrective action or discharge from employment.

Employee Printed Name:

Date:

Employee Signature:

Date:

Supervisor Signature:

Date:

District Director/Field Manager Signature:

Date:

*\*\*\*keep copy in specialist's personnel file\*\*\**