

SUPERVISOR TRAINING PROJECT

Date/Time of Interview:

Interviewer(s):

Interviewee(s):

PRE-SERVICE

1. What are the requirements to become a supervisor in your agency? (i.e. degree, certification, experience)
 - a. Any on-going requirements? (CEUs, license, etc.)
2. What does your State offer for Pre-Service training specific to supervision?
 - a. Is this specific to child welfare?
3. Is this training mandatory or optional?
4. Do you have any written curriculum for this training?
 - a. Are you able to share this curriculum with us?
5. We're interested in knowing the topics that this curriculum covers - is a list of topics available in the curriculum itself or elsewhere?
 - a. Does the training for supervisors address how to be an administrator or manager? (i.e. how to hire, EEOC rules, how to conduct the employee evaluation process, how to manage a failing employee, how to manage a meeting, how to handle the press, how to build partnerships with other agencies, how to use data to monitor performance, etc.)
 - b. Does the training for supervisors address developing clinical or casework supervision skills? (i.e. family engagement and comprehensive family assessment, managing worker caseloads, how to support workers in practice, working with particular problems or populations, etc.)
 - c. Is this training competency-based? Are you able to send us your competencies?
6. How is this curriculum designed to be trained?
 - a. Suggested number of days/hours?
 - b. Online or face-to-face?
 - c. Multi-site availability or centralized?
 - d. Who trains on this? (State staff, university staff, contractors?)

ONGOING TRAINING

7. What does your State offer for ongoing training for supervisors?
 - a. Is this specific to child welfare?
8. Is this training mandatory or optional?
9. Do you have any written curriculum for this training?
 - a. Are you able to share this curriculum with us?
10. We're interested in knowing the topics that this curriculum covers - is a list of topics available in the curriculum itself or elsewhere?
 - a. Does the training for supervisors address how to be an administrator or manager? (i.e. how to hire, EEOC rules, how to conduct the employee evaluation process, how to manage a failing employee, how to manage a meeting, how to handle the press, how to build partnerships with other agencies, how to use data to monitor performance, etc.)
 - b. Does the training for supervisors address developing clinical or casework supervision skills? (i.e. family engagement and comprehensive family assessment, managing worker caseloads, how to support workers in practice, working with particular problems or populations, etc.)
 - c. Is this training competency-based? Are you able to send us your competencies?
11. How is this curriculum designed to be trained?
 - a. Suggested number of days/hours?
 - b. Online or face-to-face?
 - c. Multi-site availability or centralized?
 - d. Who trains on this? (State staff, university staff, contractors?)

PROFESSIONAL DEVELOPMENT TRAINING & OPPORTUNITIES

12. What other training or professional development opportunities are available to supervisors?
 - a. Where are they offered?
 - b. What general topics do these cover - is a list of topics available?
13. Is this/are these mandatory or optional?

- 14.** Do you have specific curricula, tools, or materials for these? (i.e. supervisory practice manuals, newsletters, etc.) Are you able to share these with us?
- a. What general topics do these cover - is a list of topics available?
 - b. How are these designed to be trained - are there a suggested number of hours/days?
- 15.** Do supervisors engage in formal or informal training needs assessments? (i.e. ITNAs – individual training needs assessments).
- a. How is this information used?
- 16.** Are professional development plans used for supervisors?
- 17.** Do you currently have any plans for supervision training development or plans for updating the current trainings or professional development opportunities? (Information from PIPs)

CURRENT SUPERVISORY SUPPORT

- 18.** Do supervisors meet with one another on a regular basis?
- a. Is this on a county, regional, and/or state level?
 - b. Do you have any other formal supervision groups (i.e. Association of Supervisors, Advisory Council, etc)? Are these at a county, regional, or state level?
 - c. What other forums do Supervisors use to network across your state?
- 19.** Do you currently have any partnerships with universities, resource centers, foundations, etc. related to supervisory training or support within your State?
- 20.** Is there anything else you want to tell us about that we haven't already covered?