SUPERVISOR TRAINING

JULY 2017 – JUNE 2018
SCHEDULE & PLANNING GUIDE

The Wisconsin Child Welfare Professional Development System (WCWPDS), the Milwaukee Child Welfare Partnership (MCWP), and the Home Visitation Training Program are pleased to release our first collaboratively sponsored statewide Supervisor Training Schedule. Because we have combined our efforts and resources in developing the statewide Supervisor Training Schedule, county and tribal child protective services supervisors, county and tribal juvenile justice supervisors, Home Visitor supervisors, and Milwaukee Wraparound supervisors across the state have access to multiple training opportunities at the membership rate of $25/day of training. Course Descriptions can be found on the WCWPDS Website at: http://wcwpds.wisc.edu/supervisor-training.htm

SUPERVISOR FOUNDATION SERIES

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Locator #</th>
<th>Sponsoring Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison</td>
<td>8/2/17</td>
<td>8890</td>
<td>WCWPDS</td>
</tr>
<tr>
<td>Weston (Wausau Area)</td>
<td>9/6/17</td>
<td>8903</td>
<td>WCWPDS</td>
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<tr>
<td>Madison</td>
<td>10/4/17</td>
<td>8891</td>
<td>WCWPDS</td>
</tr>
<tr>
<td>Weston (Wausau Area)</td>
<td>11/1/17</td>
<td>8904</td>
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<tr>
<td>Madison</td>
<td>12/6/17</td>
<td>8892</td>
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<tr>
<td>Madison</td>
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<td>8895</td>
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<tr>
<td>Weston (Wausau Area)</td>
<td>3/7/18</td>
<td>8906</td>
<td>WCWPDS</td>
</tr>
<tr>
<td>Madison</td>
<td>4/4/18</td>
<td>8898</td>
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<tr>
<td>Weston (Wausau Area)</td>
<td>5/2/18</td>
<td>8907</td>
<td>WCWPDS</td>
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<tr>
<td>Madison</td>
<td>6/6/18</td>
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This course is a required pre-requisite to any of the Supervisor Foundation Series courses.

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<tbody>
<tr>
<td>Administrative Supervision: Manager</td>
<td>Milwaukee</td>
<td>7/25/17–</td>
<td>8973</td>
<td>MCWP</td>
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<tr>
<td>Educational Supervision: Coach</td>
<td>Milwaukee</td>
<td>8/25/17</td>
<td>8822</td>
<td>WCWPDS</td>
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<tr>
<td>Supportive Supervision: Leader</td>
<td>Milwaukee</td>
<td>11/15/17</td>
<td>8857</td>
<td>WCWPDS</td>
</tr>
<tr>
<td>Clinical Supervision: Critical Thinker</td>
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<td>6/6/18</td>
<td>8859</td>
<td>WCWPDS</td>
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<tr>
<td>Educational Supervision: Coach</td>
<td>Milwaukee</td>
<td>4/11/18</td>
<td>8914</td>
<td>MCWP</td>
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<td>Milwaukee</td>
<td>5/9/18</td>
<td>8915</td>
<td>WCWPDS</td>
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<tr>
<td>Clinical Supervision: Critical Thinker</td>
<td>Milwaukee</td>
<td>6/13/18</td>
<td>8917</td>
<td>WCWPDS</td>
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Note: Stepping Up to Supervision: Orientation for New Supervisors is a required pre-requisite for any of these courses.

SUPERVISOR AND LEADERSHIP CONTINUING EDUCATION

Course Title                        | Location   | Date       | Locator # | Sponsoring Partnership |
---                                  |------------|------------|-----------|-------------------------|
Secondary Traumatic Stress: Building Resilience in Staff| Milwaukee | 7/25/17–   | 8973      | MCWP                    |
Reflective Supervision in Child and Family Services| Madison   | 11/2/17    | 8976      | MCWP                    |
Leading and Managing from the Middle | Waupaca    | 3/27/18–   | 8940      | WCWPDS                  |
Secondary Traumatic Stress Building Resilience in Staff| Waupaca    | 3/27/18–   | 8940      | WCWPDS                  |
Reflective Supervision in Child and Family Services| Appleton   | 4/19/18    | 8979      | MCWP                    |
Leadership                          | Eau Claire | 5/16/18    | 8916      | WCWPDS                  |
Conflict Management: Having Challenging Conversations| Madison   | 6/27/18    | 8900      | WCWPDS                  |

SUPERVISING FOSTER CARE

SAFE COURSES

| Course Title                        | Location   | Date       | Locator # | Sponsoring Partnership |
---                                  |------------|------------|-----------|-------------------------|
SAFE Structured Analysis Family Evaluation Training| Appleton   | 8/23/17–6/24/17| 8821 | WCWPDS                  |
SAFE Structured Analysis Family Evaluation Supervisors Training*| Appleton   | 8/25/17    | 8822      | WCWPDS                  |
SAFE Structured Analysis Family Evaluation Training| Milwaukee | 11/29/17–11/30/17| 8851 | WCWPDS                  |
SAFE Structured Analysis Family Evaluation Supervisors Training*| Milwaukee | 12/1/17    | 8852      | WCWPDS                  |
SAFE Structured Analysis Family Evaluation Supervisors Training*| Madison   | 3/29/18    | 8850      | WCWPDS                  |
SAFE Structured Analysis Family Evaluation Training| Eau Claire | 6/26/18–6/27/18| 8857 | WCWPDS                  |
SAFE Structured Analysis Family Evaluation Supervisors Training*| Eau Claire | 6/28/18    | 8859      | WCWPDS                  |

* SAFE Structured Analysis Family Evaluation Training (2-day course) is a required pre-requisite for this course. Both courses are required for those who supervise foster care licensees.

OTHER FOSTER CARE RELATED COURSES

Note: Check out the Worker Special Skills and Topics Training Schedule (at http://wcwpds.wisc.edu/special-skills-and-topics-training-schedule.htm) for other foster care related courses applicable to those who supervise foster care, including:

- DCF 56 Training: New Licensors
- Foster Parent Foundation Training of Content
- SAFE Structured Analysis Family Evaluation Booster Training
- SAFE TA Phone Calls

Register for courses in PDS Online at https://pdsonline.csod.com/client/pdsonline/default.aspx
Supervising Safety is an in-depth training program designed specifically for supervisors. It addresses the unique challenge of staff supervision: how can I guide the worker, who has direct contact with the family and responsibility for information gathering, through the analytic process that results in solid decisions that protect the child, family, worker, supervisor and agency?

The Supervising Safety program consists of three modules:

- **Module 1: Present Danger and Protective Planning**
- **Module 2: Assessing Impending Danger**
- **Module 3: Safety Planning**

Supervising Safety is a blended learning program that utilizes small seminars and distance learning supported by materials downloaded from the Supervising Safety website. Distance work includes:

- Readings focused on safety concepts and practice
- Case application of safety decision making
- Review of workers’ case work
- Tools for review of agency work
- Individual feedback and coaching by phone with a trainer

Distance learning weeks require a commitment of 4 hours of the supervisor’s time.

Supervisors must participate in the three modules of Supervising Safety sequentially. Enrollment for Module One is initiated by submission of a Letter of Intent indicating supervisor interest and agency support. For subsequent modules, WCWPDS directly notifies qualified supervisors of upcoming sessions.

For more information, please see the Supervisor Training section on the WCWPDS website at: [http://wcwpds.wisc.edu/supervisor-training.htm](http://wcwpds.wisc.edu/supervisor-training.htm).

### TRAINING DAYS AND TIME

All training days begin with registration at 8:30 a.m. and instruction from 9:00 a.m. to 3:45 p.m. with a 45 minute break for lunch. Lunch and morning and afternoon refreshments will be provided at each session.

### WCWPDS POLICIES

**Payments:** Participants will be billed after a training session; payments cannot be accepted at training sessions.

**Registration Deadline:** Registration deadline and withdrawal date is more than 8 days before the first day of the training session.

**Cancellation Policy:** Registrants who wish to no longer attend the session for which they are registered must cancel more than 8 days prior to the first day of the training session in order to avoid fiscal penalties. Registrants who cancel more than 8 days prior to a training session will not be charged the registration fee for the cancelled training session.

**Cancellation Fee:** Registrants who cancel 8 days or fewer prior to the first day of the training session will be billed for the registration fee.

### MCWP POLICIES

**Payments:** Payment should be submitted upon registration for all courses. The confirmation email sent upon registration provides information about how to pay online with a credit card or check and how to mail in a payment.

**Registration Deadline:** Registration deadline is 2 weeks before the first day of the training session.

**Cancellation Policy:** If you are no longer able to attend a session you have registered for, you should withdraw from the training. Please log into PDS Online to withdraw.

**Cancellation Fee:** If you have paid for the session, we will issue a credit to your agency for future use for anyone in your agency, IF we are notified 1 week prior to the start of training. If you withdraw less than one week before training, your agency will be responsible for the full training fee and no credit will be issued.

**Attendance:** Credits will not be issued to participants missing more than 15 cumulative minutes throughout the duration of a training; No partial credit will be issued.

Milwaukee Child Welfare Partnership contact information:
- email: mcwp@uwm.edu * telephone 414-964-7400
- website: [uwm.edu/mcwp/](http://uwm.edu/mcwp/)

Register for courses in PDS Online at [https://pdsonline.csod.com/client/pdsonline/default.aspx](https://pdsonline.csod.com/client/pdsonline/default.aspx)

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