

Note to Learner: The Institute for the Advancement of Family Support Professionals (IAFSP) encourages you to complete the training and activities with the support of your supervisor, a peer or a technical assistance consultant. The notes below will guide you in preparing to take the training, following up with your support person after the training and supporting transfer of learning into daily practice.

Ongoing: View the Professional Development Program and each training module as an investment in skills and knowledge to help improve home visitor effectiveness.

Before the training:

- Learner and support person review course objectives and family support supervisor competencies
- Learner rates knowledge of learning objectives

During the training, the learner:

- Completes activities
- Reflects on own response
- Identifies questions and concerns
- Prints Reflective Responses to share with support person
- Completes post-training evaluation

After the training:

- Learner:
 - Rates knowledge of learning objectives
 - Completes post-training activities, as required
 - Develops an action plan for applying skills and knowledge in daily practice
 - Meets with support person to:
 - Review pre- and post-training activities
 - Discuss reflections, questions, and concerns
 - Review action plan for applying skills and knowledge in daily practice
 - Assess personal learning goals, transfer of learning, and action plan over time

This 120-minute online module for supervisors, *Professional Development – The Key to Quality Services*, offers strategies for fostering staff competence through professional development. The module provides tips for tailoring professional development to fit the various learning styles of staff and examines the uses of mentoring and coaching approaches in the supervisory experience. Finally, the module provides a simple professional development needs assessment.

NATIONAL FAMILY SUPPORT SUPERVISOR COMPETENCIES

Domain 1: Home Visiting Practice

Dimension 1: Promoting a Competent Workforce

Component a: Family Support Professional Competencies

Domain 6: Effective Work Environment

Dimension 18: Staff development

Component a: Staff recruitment and development

Dimension 19: Coaching and mentoring

*Component b: Peer support
Component c: Empathy and compassion*

Domain 7: Leadership

Dimension 20: Professional development

*Component a: Continuous learning
Component b: Current research
Component d: Motivation and talent development*

BEFORE THE TRAINING

Rate Your Knowledge (Scale of 0 to 5, 0 = no knowledge, 5 = significant knowledge)

Learning Objective	Before the Training	After the Training
Understand and utilize the differing roles of coach, mentor and supervisor.		
Continue to develop knowledge and skills through workshops and courses.		
Assess personal and staff members' learning styles.		
Create learning experiences for staff members using their preferred learning style.		
Foster the development of staff competence and arrange for ongoing and professional career development.		
Use a training needs assessment to address the developmental needs of staff members.		
Discover additional resources to remain current on evidence-based family support practice and clinical issues affecting families.		

My personal learning goals for this training are:

1. _____
2. _____
3. _____

AFTER THE TRAINING

Reflections on what I learned:

Questions and concerns I identified:

Action Plan: (Each learner’s plan will be unique. To get you started, some ideas are listed below.) As a result of this training, I will...

- Take the Institute training module, *Transfer of Learning for Supervisors*, for an in-depth look at supporting Transfer of Learning with your staff members.
- Complete a Professional Development Needs Assessment with staff to identify areas for growth. Seek out appropriate learning opportunities to meet needs.
- Review the Institute’s Career Compass with staff members. Encourage them to talk with me if they have questions or concerns about their Compass.
- Subscribe to and join listservs for Zero to Three, PEW, NIH, HRSA, SAMSHA and the CDC.
- Stay up-to-date on PD offerings through the Institute and encourage staff members to take new trainings as they become available.

My Action Plan

ACTION	TARGET DATE	DATE COMPLETED