

First Year of Employment Professional Development Plan Worksheet

Worker Name _____

Start Date ____ / ____ / ____

Task or Activity	Date Completed	Supervisor Initials
Required Prior to Attendance in Essential Elements of Child Welfare Practice		
<p>Has this worker been assigned a peer support person?</p> <p><input type="checkbox"/> Who has been identified as the support? _____</p>		
Peer Observations (Circle One)		
<p>1. Court / Visit / Assessment</p> <p>▪ With whom? _____</p>		
<p>2. Court / Visit / Assessment</p> <p>▪ With whom? _____</p>		
<p>3. Court / Visit / Assessment</p> <p>▪ With whom? _____</p>		
<p>Has this worker been able to debrief the observations with the supervisor?</p>		
Training Preparation		
<p>Has the supervisor prepared the new worker for entry into training? Consider explaining the emotional toll of training and practice, the critical importance of empathy and engagement, and expectations of employee of self-reflection and professional growth.</p>		
Has the worker completed all CBT prerequisites for Essential Elements of Child Welfare Practice?		
<p><input type="checkbox"/> Federal and State Legislation</p>		
<p><input type="checkbox"/> Secondary Traumatic Stress</p>		
<p><input type="checkbox"/> Oregon Safety Model, Sessions 1 – 7</p>		
<p><input type="checkbox"/> Child Welfare Ethics and Values</p>		
<p><input type="checkbox"/> OR Kids Basics</p>		
<p><input type="checkbox"/> Indian Child Welfare Act</p>		
<p><input type="checkbox"/> Mandatory Reporting</p>		

Task or Activity	Date Completed	Supervisor Initials
Essential Elements of Child Welfare Practice (C06007)		
<p>After CBTs have been completed, the supervisor contacts PSU Child Welfare Partnership to register the employee into Essential Elements of Child Welfare Practice.</p> <p>Classroom training start date _____</p>		
<p>Has the worker had the opportunity to ask questions or debrief with the supervisor or identified peer regarding CBT content?</p>		
Field Based Transfer of Learning Activities		
<p>Has the worker completed all sessions of training in Essential Elements of Child Welfare Practice prior to carrying a caseload?</p>		
<p>Has the worker's portfolio of learning been reviewed, and transfer of learning activities identified?</p> <p>_____</p> <p>_____</p> <p>Date Assigned _____</p>		
Has the worker been observed in the field and debriefed with the supervisor or peer support person? (Circle One)		
<p>1. Court / Visit / Assessment</p> <p>▪ With whom? _____</p>		
<p>2. Court / Visit / Assessment</p> <p>▪ With whom? _____</p>		
<p>3. Court / Visit / Assessment</p> <p>▪ With whom? _____</p>		
Within 6 Months of Hire		
<p>All remaining classroom trainings have a prerequisite of Essential Elements completion. Has the worker completed Essential Elements of Child Welfare Practice?</p>		

Task or Activity	Date Completed	Supervisor Initials
Well-Being Needs of Children and Youth (C06008)		
Has the worker completed the following prerequisites for Well-Being Needs of Children and Youth?		
<input type="checkbox"/> Web Activity (http://cwpsalem.pdx.edu/well-being.html)		
<input type="checkbox"/> CANS CBT		
<input type="checkbox"/> Advocating for Educational Services Netlink (C02831)		
<p>Upon completion of prerequisites, the worker registers for Well-Being Needs of Children and Youth.</p> <p>Classroom start date _____</p>		
<p>Has the worker completed Well-Being Needs of Children and Youth?</p>		
<p>The worker's self-assessment has been added to their portfolio of learning. Has it been reviewed and transfer of learning activities identified?</p> <p>_____</p> <p>_____</p> <p>Date Assigned _____</p>		
Family Conditions (C06010)		
<p>Has the worker registered for Family Conditions?</p> <p>Classroom start date _____</p> <p>In Salem or via Distance?</p> <ul style="list-style-type: none"> ▪ If via distance, at which location? _____ 		
<p>The worker's self-assessment has been added to their portfolio of learning. Has it been reviewed and transfer of learning activities identified?</p> <p>_____</p> <p>_____</p> <p>Date Assigned _____</p>		
<p>Has the worker completed Family Conditions?</p>		

Task or Activity	Date Completed	Supervisor Initials
Within 1 Year of Hire		
Computer Based Trainings		
<input type="checkbox"/> Multi-Ethnic Placement Act (C03816)		
<input type="checkbox"/> Confidentiality		
<input type="checkbox"/> Guardianship Assistance (C01854)		
<input type="checkbox"/> Adoption Assistance (C05666)		
<input type="checkbox"/> What You Need to Know About Karly's Law (C05751)		
Trauma Informed Practice Strategies for Child Welfare Workers (TIPS)		
Has the worker registered for TIPS training? Classroom start date _____		
Has the worker completed TIPS training?		
Preparing and Presenting for Success in Court (C06009)		
This training has a courtroom simulation, in which participants will be required to wear appropriate courtroom attire. Is the worker aware of this requirement?		
Has the worker registered for Preparing and Presenting for Success in Court? Classroom start date _____		
The worker's simulation and self-assessments have been added to their portfolio of learning. Have they been reviewed and transfer of learning activities identified? _____ _____ Date Assigned _____		
Has the worker completed Preparing and Presenting for Success in Court?		