

SKILLS ASSESSMENT

1. Explain rationale of re-assessment of team member skills—to help supervisors identify any immediate changes in skill as a result of training OR areas of needed skill development identified as a result of training activities. This re-assessment will also be used to determine the focus of the monthly training refreshers that each team will receive.
2. Distribute the following handout: Foundation Skills to Assessment and Case Planning Evaluation Form. Have supervisor complete this form. If necessary, repeat directions from Day 1. Explain that skill ratings should be completed for their team as a whole, recognizing that there may be individual differences in specific skill areas. For each skill, the supervisor will indicate whether the team needs some help, is doing fine or doing very well (3-point scale). If there are wide discrepancies between team members in a particular skill area, these should be indicated in some way on the assessment form.
3. When supervisors have completed the assessment forms, discuss findings. Did they notice any improvement as a result of training? Were their initial assessments accurate, or were there areas of strength or need that surprised them over the past several weeks?
 1. Distribute HANDOUT: Training Refresher Topics. Have supervisors use these assessment tools to identify the five most important topics to be covered in their monthly refresher courses.

IMPLEMENTATION STRATEGIES

- Review basic concepts of Day 5 modules of training. Have supervisors report what they learned or remember from the day. This review should include the following:
 - Feedback and coaching concepts
 - Case consultation purpose and format
- Distribute the following Implementation Strategy Worksheets for each module: Coaching and Reinforcement, and Case Consultation.
- Review the purpose of developing implementation strategies at the end of each day of training. Training covers a significant amount of material. Some material is new; other material is familiar and already being used in practice. In order to maximize transfer of new information and skills to practice, we need to develop specific plans for this implementation. This implementation may simply be a continuation of existing practices that reflect the use of training information or skills (solution-focused). There are many things supervisors and teams are already doing right—the strategy is to do more of this!
- Review the components of the implementation strategies if necessary:
 - Goal
 - How you want to perform in a specific area
 - Strategy
 - May include specific tasks to be completed
 - Persons Involved
 - Includes supervisor, team members, administrators, clients and others
 - Target Date
 - When you are going to measure this goal for progress
- Have supervisors develop Implementation Strategies. Have each supervisor share at least one strategy with the group.