Course Description:
Time Management is one of the core differences between effective and ineffective people, and it is an important challenge for lead workers to balance a caseload with provision of back up supervision. Effective time management requires a shift in thinking, that is, a concentration on results versus appearing to be busy. The goal of this workshop is to address the difficulties lead workers have in managing their time specific to their caseload responsibilities. The content will address some of the myths associated with time management, the importance of planning, and offer insight as to how easily time is wasted. Specific strategies for organizing your caseload will also be addressed.

Training Group: Participation is limited to 30 Child Welfare Specialists who have completed CORE, Level I, and Level II training and Child Welfare Supervisors.

Credit: Participants are reminded that anyone missing more than 30 minutes of a workshop may not receive full credit or may be sent home.

Cancellation: If you find you cannot attend after you have registered, please email CW.CPMTraining@ou.edu.

Training Location:
OU/OKDHS Training Center
Training Room 3
617 West Rock Creek Road
Norman, OK 73069
(405) 573-9191

Lodging:
Sooner Legends Inn and Suites
1200 24th Avenue SW
Norman, OK 73072
(405) 701-8100

Lodging reservations will be made for you. All participants qualified for lodging will automatically be booked a room. A verification email will be sent three weeks before training, and a confirmation number will be sent one week before training.

- For individuals traveling in excess of 130 (map) miles one way, lodging is available the night before.

Cell Phones/ Electronics: Due to the nature of employment with Child Welfare it is understandable for participants to have cell phones in class. However, out of respect to the trainers please keep phones on silent and excuse your self to the hall if you must take a call. Use of laptops, IPods, IPads, etc are not permitted during training sessions.

OKDHS Dress Code: Business casual / work attire.

Have Questions? Visit our website: http://www.ou.edu/cwtraining