

PRESENTED BY:

Mark Carson – is currently a Programs Field Representative with the CFSD Training unit. He has 13 years of experience in child welfare as a worker, supervisor, trainer and manager. Mr. Carson has trained numerous workshops on various topics over the past ten years for foster parents, child welfare workers, supervisors and external stakeholders.

TRAINING SITE:

OU / DHS Training Center
617 W. Rock Creek Road
Norman, OK 73069

TRAINING GROUP:

This workshop is open to enrollment for CWS IIs and CWS IIIs who have been approved by their administrators to attend and is limited to 40 participants. Participants must have completed all Level 1 and Level 2 mandatory training prior to enrollment in this workshop.

COURSE DESCRIPTION:

Time Management is one of the core differences between effective and ineffective people, and 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.

HOURS:

Registration at 9:30 a.m.

Day 1: 10:00 a.m. to 5:00 p.m.

Participants are reminded that anyone missing more than 30 minutes of a workshop may not receive full credit for the workshop.

CANCELLATION:

PLEASE DON'T BE A NO-SHOW.

If you cannot attend after you have already registered, please e-mail CW.CPMtraining@ou.edu immediately.

LODGING ACCOMMODATIONS:

All participants qualified for lodging will automatically be booked a room. Lodging is ***Sooner Legends Inn and Suites, 1200 24th Avenue, Norman 73072.*** A verification e-mail will be sent out three weeks prior to training. A confirmation number will be sent to you a week prior to training.

If lodging is not needed, please contact CW.CPMtraining@ou.edu and your room will be cancelled.

In the event you must cancel within 24 hours of your check-in date, you must contact the hotel directly for cancellation or you will be responsible for the room cost.

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

OKDHS DRESS CODE IS ENFORCED DURING TRAINING