Workforce Development Circle Toolkit Directory

The following are tools for you to use and adapt to meet the needs of your county. If you already have tools or processes like these in place, consider if you want to crosswalk these materials with your existing processes to see what is contained in these tools that might be helpful. Each Director has been provided a hard copy packet of the materials outlined here. Below is a table of contents, with online links to the tools:

A. **Directory of Tools**

B. **User Guide to Workforce Development Tools (Word) (PDF)**

C. **Recruitment, Screening & Selection Tools**
1. Realistic Job Preview Letter (Word) (PDF)
2. Selection Protocol (Word) (PDF)
3. Preview Video *(check back soon for final video)*

D. **Training & Coaching Tools**
1. ***Overview Training of the CPM for Staff***
    a. PowerPoint Presentation (PPT) (PDF)
    b. Trainer's Guide (Word) (PDF)
    c. Sample Icebreaker Activity (Word) (PDF)

2. ***Supervision/Coaching Forms***
    a. Supervisor/Coaching Form Version 1 (Word) (PDF)
    b. Supervisor/Coaching Form Version 2 (Word) (PDF)

3. ***Supervisor Coaching One-Pagers***
    a. All Practice Behaviors (PDF)   (Publisher)
    b. Foundation (PDF)   (Publisher)
    c. Engagement (PDF)   (Publisher)
    d. Assessment (PDF)   (Publisher)
    e. Teaming and Transition (PDF)   (Publisher)
    f. Service Planning and Delivery (PDF)   (Publisher)

4. ***Practice Behavior & Leadership Behavior One-Pagers***
    a. Social Workers(PDF)   (Publisher)
    b. Supervisors (PDF)   (Publisher)
    c. Managers (PDF)   (Publisher)
    d. Directors (PDF)   (Publisher)

5. ***Practice Profiles***
    a. Social Worker Practice Profile (Word) (PDF)
    b. Leadership Practice Profile (Word) (PDF)