

Note to Learner: The Institute encourages you to complete the training and activities with the support of your supervisor. The notes below will guide you in preparing to take the training, following up with your supervisor after the training, supporting transfer of learning into daily practice, and extending learning through individual supervision.

Ongoing: View the Professional Development Program and each Institute training module as an investment in skills and knowledge to help improve home visitor effectiveness.

Before the training:

- Learner and supervisor review course objectives and home visitor competencies
 - Learner rates knowledge of learning objectives
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During the training, the learner:

- Completes activities
 - Reflects on own response
 - Identifies questions and concerns
 - Prints Reflective Responses to share with supervisor
 - Completes post-training evaluation
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After the training:

- Learner:
 - Rates knowledge of learning objectives
 - Completes post-training activities, as required
 - Develops an action plan for applying skills and knowledge in daily practice
 - Meets with supervisor to:
 - Review pre- and post-training activities
 - Discuss reflections, questions, and concerns
 - Review action plan for applying skills and knowledge in daily practice
 - Assess personal learning goals, transfer of learning, and action plan over time
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This 45-minute online module describes qualities and behaviors that are essential to professionals in home visiting, including documentation skills, the importance of data, maintaining boundaries, using time management principles, and burnout prevention through self-care. The module also introduces the benefits of Reflective Supervision.

NATIONAL FAMILY PROFESSIONAL COMPETENCIES

Domain 9: Effective Home Visits

- Dimension 33—Data and Documentation
 - Component a. Professional Writing
 - Component b. Documentation
 - Component c. Data Systems

Domain 10: Professional Practice

- Dimension 34—Ethics and Legal Practice
 - Component b. Confidentiality/social media and technology
 - Component c. Policy and procedures
- Dimension 35—Reflective Practice
 - Component a. Critical reflection
- Dimension 36—Professional Development
 - Component a. continuous learning
- Dimension 37—Professional boundaries
 - Component a. Individual well-being and self-care
 - Component b. Stress management
 - Component c. Boundaries
- Dimension 38—Quality Improvement
 - Component a. Program evaluation
 - Component b. Service quality
 - Component c. Reflective supervision

BEFORE THE TRAINING

Rate Your Knowledge (Scale of 0 to 5, 0 = no knowledge, 5 = significant knowledge)

Learning Objective	Before the Training	After the Training
List behaviors of professional practice.		
Identify elements of good documentation.		
Communicate the need for accurate data.		
Describe guidelines for keeping appropriate boundaries.		
Explain effective time management principles.		
Identify strategies for self-care.		
Demonstrate a basic understanding of reflective supervision.		
Develop a professional development plan.		

My personal learning goals for this training are:

1. _____
2. _____
3. _____

Reflections on what I learned:

Questions and concerns I identified:

POST-TRAINING ACTIVITIES

Action Plan: (Each learner’s plan will be unique. To get you started, some ideas are listed below.) As a result of this training, I will...

- Discuss my documentation with my supervisor to identify areas for growth
- Share concerns about boundaries with my supervisor and develop a plan for addressing boundary issues with my clients
- Learn how data has been used for continuous quality improvement of my program
- Review my organization strategies and make adjustments as needed to increase my efficiency
- Develop and use a self-care plan
- Develop a professional development plan to guide me in growing as a home visiting professional

My Action Plan

ACTION	TARGET DATE	DATE COMPLETED