Supervisor and Leadership Core Competencies Tip Sheet

Supervisor and Leadership Content Area 1: Best Practices in the Field of Family Support

A. Knowledge of the Field
  ➢ Core Competencies, family support continuum, program implementation, public health framework for prevention

B. Knowledge of Program Selection Process
  ➢ Evidence based parent education and programming, selecting a program for parents/community, program development process, evaluation and continuous quality improvement, trends in the field

Training to Support Knowledge:

☐ Reflective Supervision
☐ Motivational Interviewing for Supervisors
☐ WI Core Competencies Overview online
☐ Bringing the Protective Factors Framework to Life in Your Work
☐ Standards of Quality for Family Strengthening & Support
☐ Awareness to Action Policies and Procedures Training
☐ Parent Leadership Development
☐ Stewards of Children
☐ Period of Purple Crying online
☐ Sentinel Injuries online
☐ _____

Resources:
- Family Resource Center Best Practice Model
- Framework for Prevention of Child Maltreatment
- The California Evidence Based Clearinghouse (Topic Areas: Prevention of Child Abuse and Neglect Primary & Secondary Prevention Programs)
- Zero to Three Reflective Supervision
- Supporting Families Together Association
- Research various Professional Organizations that have a focus on family support and/or early childhood to become a member (I.e., NAEYC, Zero to Three, Wisconsin Alliance for Infant Mental Health, etc.)

Director/Supervisor Note: Review the 'skills and attitudes' sections of each content area or utilize the 'Staff Self-Reflection Tool' for concrete strategies to demonstrate expertise needed

Supervisor and Leadership Content Area 2: Program Planning, Monitoring, and Evaluation

A. Planning
- Strategic planning, sustainability, succession, work plans, logic models, theories of change

B. Evaluation
- Family support evaluation, key assessment, and evaluation tools, conducting effective evaluations

C. Monitoring and Dissemination
- Database tracking, data analysis, using evaluation results, disseminating evaluation results

Training to Support Knowledge:

- ☐ Standards of Quality for Family Strengthening & Support
- ☐ Strategic Planning
- ☐ Parent Leadership Training
- ☐ _____
- ☐ _____

Resources:
- The California Evidence Based Clearinghouse (Topic Areas: Prevention of Child Abuse and Neglect Primary & Secondary Prevention Programs)
- County UW Extension
- National Center for Community-Based Child Abuse Prevention (FRIENDS) has resources on CQI, Evaluation Planning, Logic Models, Program Assessment, Sharing Data, etc.
- Framework for Prevention of Child Maltreatment
- Shared Results: Outcomes & Metrics - Center for the Study of Social Policy

Director/Supervisor Note: Review the 'skills and attitudes' sections of each content area or utilize the 'Staff Self-Reflection Tool' for concrete strategies to demonstrate expertise needed

Supervisor and Leadership Content Area 3: Marketing and Outreach

A. Marketing
   ➢ Marketing and outreach techniques

B. Outreach
   ➢ Engage diverse parents and families, reach underserved populations, partner with other agencies to reach more families

C. Communication
   ➢ Communicate organizational impact and value, normalize universal parenting support

Training to Support Knowledge:

☐ Standards of Quality for Family Strengthening & Support
☐ Cultural Connections for Change
☐ Board of Director Recruitment and Development
☐ Strategic Planning
☐ _____
☐ _____

Resources:
- Local Chamber of Commerce
- Local UW Extension
- Facebook for Business
- Top 10 Website Builders
- Essential Design and Print Materials for Any Business
- 21 Free Online Design Tools
- Canva design program for social media and marketing (free for non-profits)

Director/Supervisor Note: Review the 'skills and attitudes' sections of each content area or utilize the 'Staff Self-Reflection Tool' for concrete strategies to demonstrate expertise needed

Supervisor and Leadership Content Area 4: Fund Development and Budget Management

A. Fund Development
  ➢ Potential and typical funders, mission driven fund development, grant writing, collaboration, public policy, funding requirements, long range planning

B. Budget Management
  ➢ Sustainable and diverse funding, basic accounting, budget processes/projections/monitoring, budget software

C. Risk Management
  ➢ Fiscal oversight, legal compliance, fraud protection, data security, governance across agency operations

Training to Support Knowledge:

☐ Developing Community Partnerships
☐ Grant Writing
☐ Budget Management
☐ Strategic Planning
☐ _____
☐ _____

Resources:
- Research grant writing courses
- Research local, state, and federal grant and foundation opportunities
- Casey Family Programs' Community Opportunity Map
- Grants.gov (Website provides, grant learning center, search tool, applications and resources, grantors, system-to-system, forms, connections, and support)
- National Grant Foundation
- Wisconsin Community College, Accounting Programs
- Supporting Families Together Association Fund Development Toolkit
- Nonprofit Risk Management Center

Director/Supervisor Note: Review the 'skills and attitudes' sections of each content area or utilize the 'Staff Self-Reflection Tool' for concrete strategies to demonstrate expertise needed

Supervisor and Leadership Content Area 5: Personnel and Staff Development and Supervision

A. Personnel Hiring
  ➢ Position descriptions, uniform hiring processes, benefits, policies, and procedures

B. Staff Supervision
  ➢ Supervisory roles (reflective/supportive, administrative, educational), reflective supervision, safety, self-care, managing parallel process, evaluation process, mental health consultants, ethics and boundaries, best practice for sexual abuse prevention, implement Core Competencies

Training to Support Knowledge:

☐ Reflective Supervision
☐ Motivation Interviewing for Supervisors
☐ Reflective Practice
☐ Stewards of Children
☐ Awareness to Action Policies and Procedures
☐ WI Core Competencies Overview online
☐ Ethics and Boundaries
☐ Mandated Reporter
☐ _____
☐ _____

Resources:
- Wisconsin Alliance for Infant Mental Health Reflective Supervision
- Supporting Families Together Association's Members Only Toolkit
- Wisconsin Department of Workforce Development
- Wisconsin Labor Standards
- Nonprofit Risk Management Center

Director/Supervisor Note: Review the 'skills and attitudes' sections of each content area or utilize the 'Staff Self-Reflection Tool' for concrete strategies to demonstrate expertise needed

Supervisor and Leadership Content Area 6: Community Advocacy and Collaboration

A. Collaboration
  - ➢ Strategies and levels of collaboration, involving various leaders, using partnerships to develop services and not duplicate, organizational role within community services, board development and engagement

B. Advocacy
  - ➢ Difference between advocacy and lobbying, parameters of advocacy, using evaluation for advocacy

Training to Support Knowledge:

☐ Parent leadership
☐ Family Support Foundations
☐ Advocacy Training
☐ _____
☐ _____

Resources:
- NAMI Wisconsin
- Early Childhood Learning & Knowledge Center Community Engagement
- Wisconsin Lobbying Laws
- National Center for Community-Based Child Abuse Prevention (FRIENDS) has a Collaboration Toolkit to support Collective Impact, Parent Leadership Resources, and Culturally Effective Organizations
- United Way of Wisconsin ALICE
- Case Family Programs Community Opportunity Map

Director/Supervisor Note: Review the 'skills and attitudes' sections of each content area or utilize the 'Staff Self-Reflection Tool' for concrete strategies to demonstrate expertise needed

Supervisor and Leadership Content Area 7: Public Policy, Advocacy, and Involvement

➢ Awareness of public policy initiatives that affect children and families at the local, regional, state, and national levels
➢ Knowledge of key decision makers and where they stand on issues
➢ Participate in public policy process

Training to Support Knowledge:

☐   Advocacy Training
☐   _____
☐   _____

Resources:
- Wisconsin State Legislature
- Wisconsin Budget Project
- Supporting Families Together Association
- Prevent Child Abuse America
- Zero to Three Advocacy
- NAMI Wisconsin
- Disability Rights Wisconsin
- Wisconsin Family Ties
- National Conference of State Legislatures

Director/Supervisor Note: Review the 'skills and attitudes' sections of each content area or utilize the 'Staff Self-Reflection Tool' for concrete strategies to demonstrate expertise needed

Crosswalk of Training by Competency Area

Training	Best Practices in the field of Family Support	Program Planning, Monitoring, and Evaluation	Marketing and Outreach	Fund Development and Budget Management	Personnel and Staff Development and Supervision	Community Advocacy and Collaboration	Public Policy Advocacy and Involvement
Supervisor and Leadership Core Competencies							
Reflective Supervision	x				x		
WI Core Competencies (online)	x				x		
Awareness to Action	x				x		
Ethics and Boundaries					x		
Bringing the Protective Factors Framework to Life in Your Work	x						
Standards of Quality for Family Strengthening & Support	x	x	x				
Mandated Reporter (online)					x		
Stewards of Children	x				x		
Parent Leadership Development	x	x					
Period of Purple Crying (online)	x						
Sentinel Injures (online)	x						
Motivational Interviewing	x				x		
Strategic Planning		x	x	x			
Cultural Connections for Change			x				
Board Development			x				
Developing Community Partners				X			
Grant Writing				x			
Budget Management				x			
FAN Framework for Engagement and Reflective Practice					x		
Family Support Foundations						x	
Advocacy							X

Individual Professional Development Tracking Tool

Training Name	Date(s) Attended	Trainer/Agency	Content Area Addressed

Download the complete Core Competencies for Family Support Professionals at https://preventionboard.wi.gov/Pages/OurWork CoreCompetencies.aspx

Direct Service and Supervisor Core Competencies – DSSCC Sept. 2022