

**Do you know of a training that would enhance the work done by DHS Child Welfare & Dependent Adult Workers?**

**You are invited and encouraged to present training proposals for DHS staff for the next fiscal year (July 1<sup>st</sup>, 2018 – June 30<sup>th</sup>, 2019)!**

The process to make a proposal includes:

Submitting a brief one-page summary of the training by February 9<sup>th</sup>.

Making a 20 minute presentation to the DHS Training Committee during their meeting on February 26<sup>th</sup>.

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**Training Proposal FAQ**

**Who can submit a proposal?**

Anyone! - Including but not limited to DHS social work staff, DHS Training Committee Members, trainers from other organizations, providers, etc.

**What is the DHS Training Committee?**

The committee is made up of approximately 35 individuals. Committee members include a Supervisor, Child Protection Worker, and Social Work Case Manager from each of the five service areas; as well as DHS leadership and Help Desk staff, Policy Program Managers, and contracted training personnel.

**What are the most pressing training needs of social work staff?**

A Learning Needs Survey is conducted on an annual basis. The top needs drawn from the survey include:

1. Mental/Behavioral Health
2. Trauma Informed
3. Technology and Data

**What types of training topics are appropriate for a proposal?**

The top needs from the Learning Needs Survey (identified above) should be highly considered when proposing training for DHS staff. However, the proposal could be for a training on any number of other subjects related to DHS practice, including but not limited to: court and legal issues, child development, permanency, diversity, engagement, etc.

**Should the proposal be for a new undeveloped training or does it have to already be developed?**

The proposal could be for either a new training or one that is already developed.

**Will more than one proposal be accepted?**

The DHS Training Committee will select a limited number of proposals that best meet the learning needs of DHS staff. Budget and contracting constraints will be taken into consideration during the proposal selection process.

**What should be included in the one page written summary of the proposal as well as the 20 minute presentation?**

Top Priority:

Include why this training should be top priority for DHS staff. The committee will receive quite a few proposals, so you'll want to clearly identify why this proposal should be accepted.

Applicability to the Department of Human Services:

Emphasize how this training will specifically benefit DHS social work practice instead of the field of social work in general. Connect the knowledge gained in the training to an applicable change in practice/skill/attitude/behavior of DHS staff.

Audience:

The proposal could be for any of these audiences or combination of groups: Child Protective Workers, Social Work Case Managers, or Social Work Supervisors.

Length of Training:

The length of the training could be an hour or a whole day. Typically our training runs a full day because staff often have to travel from one part of the state to another to attend.

\*A sample one page written proposal summary is attached.

**What is the next step after the written summary of the proposal has been submitted?**

Once you've submitted the one page written summary of the proposal (by Feb. 9th), I will be in touch with you to schedule a time for your 20 minute presentation to the committee on February 26th.

***\*Please forward this message on to appropriate distribution lists or others who may be interested in submitting a proposal. If you are considering submitting a proposal, please contact me with questions or for guidance through this process.***

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