

Trainee Name (please print): \_\_\_\_\_



## New Supervisor Institute Week 1 Activity Log

Activity	Complete Date	Comments
Attend live Welcome Webinar – see information on your training confirmation email		
ICWA Computer Based Training (CBT) – entitled Indian Child Welfare: Applying ICWA/MIFPA to Cases must be completed before attending class on Friday. This is located in the LMS.		
Obtain a mentor. (It is recommended that you obtain a mentor in the same role as you, i.e.. CPS Supervisors find a CPS Supervisor to mentor them. You may ask your supervisor for help in identifying a person.)		
Meet with your supervisor to discuss your expectations of the training and how you will work together to support your learning process. (Be sure to work with your supervisor to identify one or two mentors for you to work with as you step into your new role as a supervisor.)		
Begin to develop your Performance Development Plan with your supervisor.		

By signing below, the trainee and supervisor verify that the above field activities were completed as of the date noted.

**Trainee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_