

COURSE DESCRIPTION

COURSE TITLE:	<i>CLINICAL SUPERVISION</i>
SUBJECT/CONTENT/SKILLS:	CLINICAL SUPERVISION/ LEGAL, ETHICAL AND PROFESSIONAL DEVELOPMENT
COURSE FORMAT:	ONLINE COURSE; DIGITAL WORKBOOK/ONLINE TEST & COURSE EVALUATION/ INSTANT TEST SCORES/DOWNLOADABLE COMPLETION CERTIFICATE
OHIO CONTENT AREA:	CHEMICAL DEPENDENCY R1 SUPERVISION S1 (4HR); S5 (2HR)
INTENDED AUDIENCE:	THIS COURSE IS APPROPRIATE FOR PRACTITIONERS OF ALL LEVELS AND IS APPLICABLE WITHIN VARIOUS PROFESSIONAL SPECIALTIES (ADDICTION, MENTAL HEALTH, ETC.) AND SETTINGS (CLINICS, SHELTERS, JAILS, ETC.).
CE HOURS:	6
COST INITIAL/RENEWAL:	\$54/\$27
NUMBER OF PAGES: (INCLUDING INTRO MATERIALS)	86
NUMBER OF POST-TEST QUESTIONS:	25

NAMES/CREDENTIAL(S) OF PRESENTER/AUTHOR:

Kelly Sinclair-McClintock, MA, LICDC-CS, MCAP

Kelly has spent the better part of her career working with a criminal population, often within the walls of the jail system, and (oddly enough) has loved every moment of it. Kelly says, "it's easy to enjoy being institutionalized-when you have the keys to the joint"! (So true).

Since 2005, she has served as the CEO of Project Solutions, a social service organization that provides counseling services to a criminal population. Kelly has authored numerous professional training manuals and is a sought-after speaker/presenter.

EDUCATION/ACHIEVEMENTS:

- AA/BS Degree Criminal Justice/Sociology
- Master of Arts Degree, Professional Counseling
- Licensed Independent Chemical Dependency Clinical Supervisor (Ohio)
- Certified Masters Addictions Professional (Florida)
- Find Your Strong Campaign findyourstrong.info
- Graduate Leadership Stark County, 18th Class
- Commendations Stark County Jail Treatment Program 2006, 2010
- Recipient Bliss Scholarship Akron University, 1991
- Internship Capitol Hill, 1991

COURSE DESCRIPTION:

So, what makes a truly GREAT supervisor? Many people ask themselves this question upon getting promoted.

We all know what it's like to be a frontline staff person. We also know that the frontline people often spend their lunch break complaining about their horrible boss.

None of us want to be an average supervisor. We all want to be GREAT supervisors. The kind of supervisor who leads effortlessly, inspires subordinates to work hard, makes the tough decisions look easy, is calm under pressure, and is never the subject of lunchtime banter. The kind of supervisor capable of teaching valuable clinical skills to their staff and is trusted by their subordinates.

But is all of this even possible??? And if so, how?

This course will teach you how to be a terrific, wonderful, excellent, groovy, effective, cool-as-a-cucumber, grand, skillful, distinguished, talented, incredible, show-stopping (yet humble) supervisor.

Course content applies to various client populations (i.e., addiction, mental health, etc.) and is relevant for services provided in a variety of settings (clinics, shelters, jails, etc.).

GOAL:

Participants will gain knowledge about effective supervision and improve supervisory skills.

OBJECTIVES:

1. Participants will be able to demonstrate an understanding of challenges and barriers to proper supervision.
2. Participants will be able to define the roles of a great supervisor.
3. Participants will be able to describe the core principles and skills necessary to be a proficient clinical supervisor.
4. Participants will be able to describe techniques they can use to strengthen supervisory skills.

5. Participants will be able to demonstrate that they recognize the importance of always acting in the best interest of the client and describe ways to ensure that client needs are prioritized.

Course Outline

- I. Introduction Materials (Tech Support, How it works, About the Author, Welcome, Disclaimers)
- II. Pretest
- III. What We're Not Going to Do
- IV. What Is Clinical Supervision
 - a. Protecting the Client
 - b. Productivity Matters
 - c. Managing Clinical & Administrative Tasks
 - d. The Parent Trap
 - e. Networking
 - f. A Day in the Life
- V. What Makes a Great Supervisor
 - a. The Supervisor's Mantra
 - b. Staff Approval Rating; Don't Be Chickenshit
 - c. Rapport and Boundaries
 - d. Ethics Ethics Ethics
 - i. Safety 1st
 - ii. Laws
 - iii. Professional Codes of Ethics
 - iv. Best Interest of the Client; Do no Harm
 - v. Equality
 - vi. Dual Relationships
 - vii. Peer Relationships
 - viii. Grievances

- ix. Total Deal Breakers
- e. Demonstrate Professional Competence
 - i. Educate & Mentor
 - ii. Be a Team Player
 - iii. Show Leadership
 - iv. Staff Personal Growth
 - v. Be Transparent
 - vi. Be Consistent
 - vii. Don't Nitpick
 - viii. Know How to Handle Your Screw-ups
 - ix. Know How to Handle When Others Soar or Screw Up
 - x. Praise in Public & Scold in Private
 - xi. Understand Lateral Entry
- f. Hire Wisely and Value Your Staff
 - i. The Hiring Process
 - ii. The Training Process
 - iii. Retain & Inspire Staff
 - iv. Lance the Boil (How & When to Terminate Staff)
- g. Manage Resistance Effectively
- h. Open Door Policy & Confidentiality
- i. Avoid "Meetingitis"
- j. Make Tough Decisions
- k. Performance Evaluations
- l. Be Yourself & Love What You Do
- VI. That's A Wrap
- VII. References/Bibliography/Good Reads
- VIII. Post-test
Course Evaluation/Survey