

**Ontario College of  
Social Workers and  
Social Service Workers**



**Ordre des travailleurs  
sociaux et des techniciens  
en travail social de l'Ontario**

# **Getting the Most Out of Your CCP: Completing your Self-Assessment and Setting Meaningful Goals**

**Ellen Kampf, M.S.W., RSW**

**Karen Pinto, RSSW**



# Welcome

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**Professional Practice Associate**

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**Administrator, Communications and  
Professional Practice**



# Today's Workshop

- Welcome and Introductions
- Introduction to the CCP
- The CCP in 5 Steps
- The Work Sheet
- Completing the Self-Assessment Tool
- Completing the Professional Development Plan
- Wrap Up and Evaluation



# Introductions/Activity

- Introduce yourself to other members seated nearby. Write their names under the activities they engaged in. You may include yourself.



# Activity: What Have I Done?

In 2014 I...

<b>Attended a networking event</b>	<b>Visited a website that provided professional news and information</b>	<b>Explored practice issues, theories and research by subscribing to an online journal</b>	<b>Created an e-mail alert through a search engine (ex. Google) to stay current with my area of practice</b>
<b>Researched literature on a given topic</b>	<b>Volunteered</b>	<b>Read/wrote an article or other material relevant to my practice</b>	<b>Consulted with peers or former colleague to discuss professional issues and trends affecting practice</b>
<b>Listened to podcasts on topics of interest.</b>	<b>Increased my internet/computer skills</b>	<b>Found a mentor, or became a mentor</b>	<b>Read relevant material, including the Perspective newsletter and the Practice Notes available in the Resource Room on the College website</b>
<b>Read or started a professional blog</b>	<b>Attended a CCP workshop</b>	<b>Revised my resume in anticipation of returning to or finding work</b>	<b>Reflected on my current experience, and recorded my insights about my own practice in a journal</b>



# Professional

# Ethical

# Qualified

# Accountable



# The CCP in 5 Steps

1. Optional Work Sheet
2. Self-Assessment Tool
3. Professional Development Plan
4. Maintaining evidence of learning activities
5. Annual Declaration of Participation



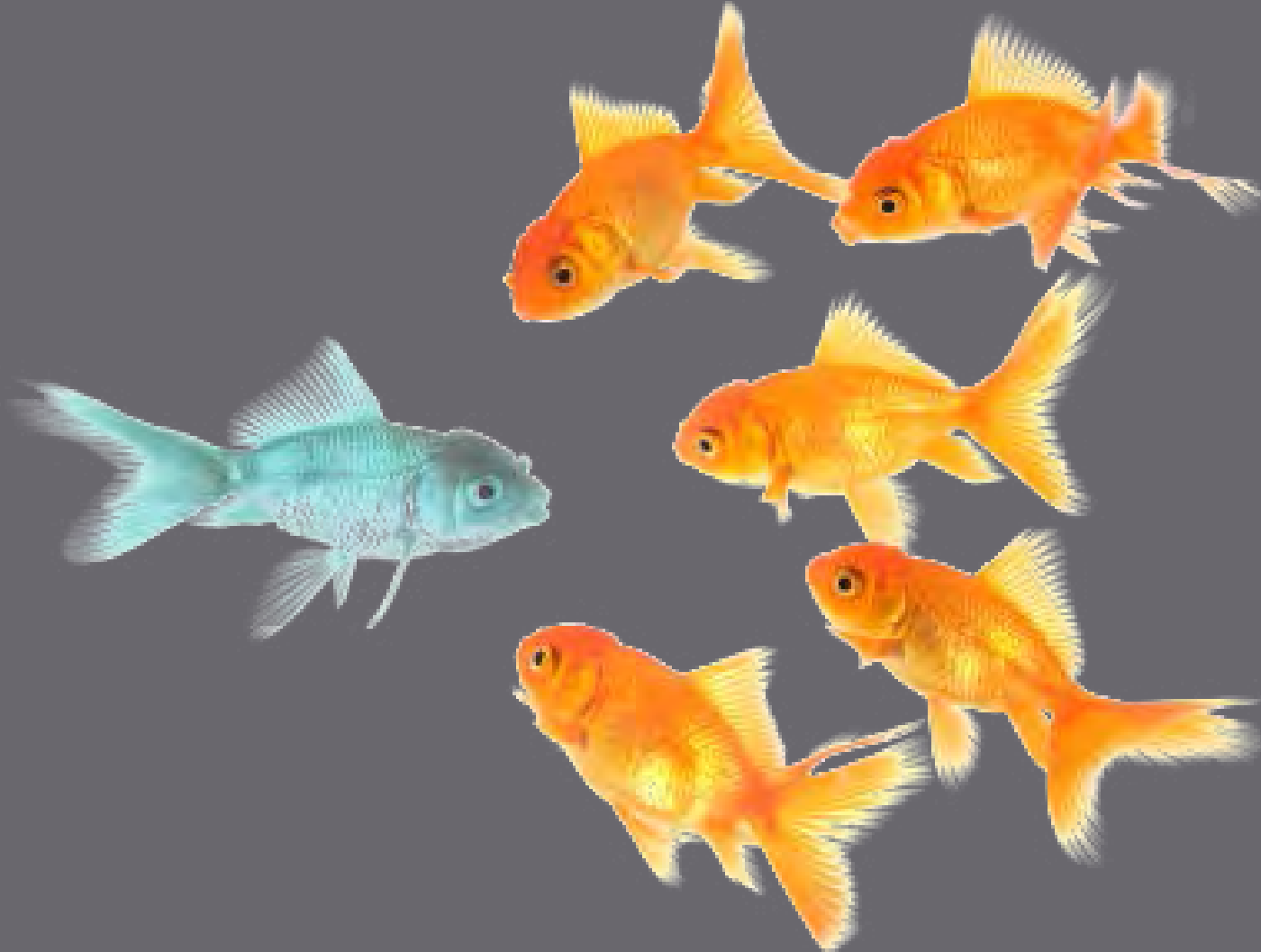
# The Good News

- You are in control of your own professional development
- You are not limited to collecting continuing education credits (CEUs)
- You are not required to choose approved educational providers





# Like You, Your CCP is Unique





# You Decide When, Where and How

- Choose goals that are meaningful and relevant to you
- Choose learning activities that are best suited to your goals
- Choose learning opportunities that are feasible and accessible

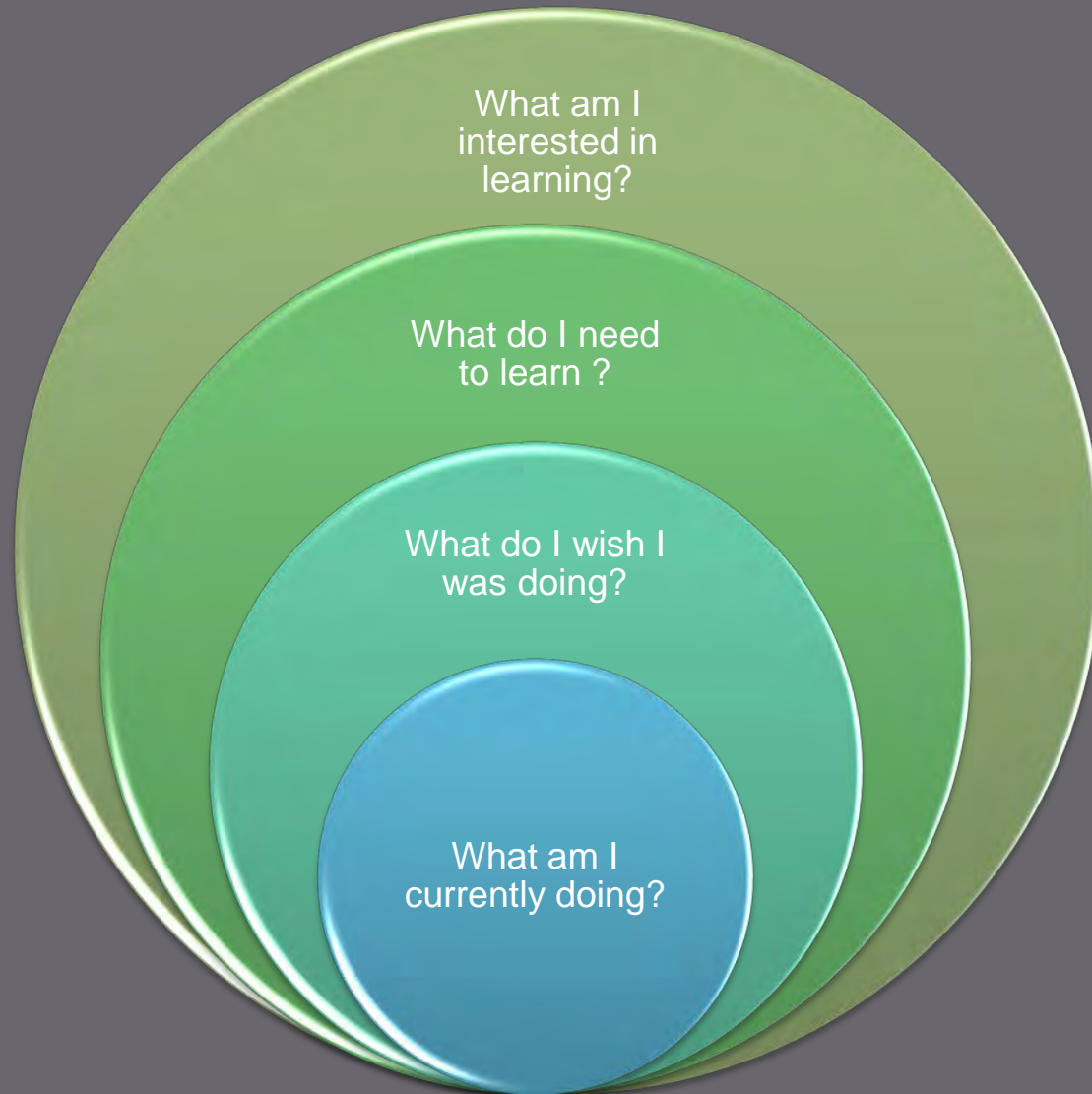


# Self-reflection





# The Work Sheet – An Opportunity for Reflection





# The Work Sheet

- The value of reflection
- The importance of reflective practice
- Paving the way towards the Self-Assessment Tool and the Professional Development Plan



# The Self-Assessment Tool

- Complete Annually
- Start early!
- Review each of the 8 principles in the Standards of Practice
- Opportunity for self-reflection
- Different from a Performance Appraisal, but there may be overlap





# On your Own or in Pairs

- Select a principle from the SAT
- Consider your practice (direct/indirect; clinical/non-clinical)
- What are your strengths?
- What areas could you learn more about?
- What needs improvement?
- Learning goal?



# Discussion: Completing the SAT

- Does anyone want to share?
- One example of: a strength, an area for further learning/improvement and a goal





# The Professional Development Plan

- To be completed every year
- Best to start early
- Identify a goal or goals – use your professional judgment
- Which principle(s) does the goal relate to?
- Goals are more general; objectives should be **SMART**



# The Professional Development Plan, cont'd

- Learning activities are defined broadly
- What's the time frame?
- Evidence of accomplishment:
  - “I'll know I've met my goal when ...”
  - “I will have ...”
- Evidence of your learning activities



# Some examples

- Clinical and non-clinical
- Direct and Indirect



# Ontario College of Social Workers and Social Service Workers – Continuing Competence Program

## Professional Development Plan Summary Sheet - Learning Goals & Activities **EXAMPLE - DOCUMENTATION**

Learning Goal & Related Standard & Interpretation s	Learning Objectives “SMART”	Learning Activities (see attached list)	Evidence of Accomplishment	Target Date	Goal Attained
To improve SW/SSW documentation  Principle IV Principle V	To ensure that SW/SSW documentation on an electronic record-keeping system meet s College and accreditation standards, by reviewing current practices and requirements, and creating clear agency policies by June 2013	<ul style="list-style-type: none"> <li>-Review Principle IV and Practice Notes “The Broken Record”</li> <li>-Review PHIPA Toolkit and legislation on e-laws</li> <li>-Review accreditation requirements</li> <li>-Consult with other SW/SSWs regarding existing practices/challenges</li> <li>-Obtain legal consult</li> </ul>	<ul style="list-style-type: none"> <li>-Areas of concern in documentation practices identified and addressed</li> <li>-Clear agency guidelines developed and reviewed</li> <li>-Consistent standards used by all SWs and SSWs</li> </ul>	June 2013	August 2013



# Ontario College of Social Workers and Social Service Workers – Continuing Competence Program

## Professional Development Plan Summary Sheet - Learning Goals & Activities EXAMPLE – UNEMPLOYED

Learning Goal & Related Standard & Interpretations	Learning Objectives “SMART”	Learning Activities (see attached list)	Evidence of Accomplishment	Target Date	Goal Attained
<p>To learn more about approaches to working with the elderly</p> <p>Principle II</p>	<p>To become more informed about approaches to working with the elderly, by reviewing relevant literature and consulting with SW/SSWs in this area of practice by August 2013</p>	<ul style="list-style-type: none"> <li>-Review relevant articles</li> <li>-Identify and review relevant resources, including websites</li> <li>-Contact ACE to discuss legal issues facing the elderly</li> <li>-Consult with SW/SSWs in this area of practice</li> </ul>	<ul style="list-style-type: none"> <li>-Best practices in work with the elderly identified</li> <li>-Familiarity with key issues and intervention strategies increased</li> </ul>	<p>August 2013</p>	<p>October 2013</p>



## In Pairs

- Select a goal to work on
- Complete the PD Plan
- Report back



# Discussion: The Professional Development Plan

- What did you find useful about this process?
- What was challenging?
- What did you learn from the exercise?



# Ontario College of Social Workers and Social Service Workers – Continuing Competence Program

## Professional Development Plan Summary Sheet - Learning Goals & Activities

Learning Goal & Related Standard & Interpretations	Learning Objectives “SMART”	Learning Activities (see attached list)	Evidence of Accomplishment	Target Date	Goal Attained





# Your Portfolio: Keeping Evidence of Your Learning

- Your portfolio can be electronic or paper
- “Keeping evidence” means *documenting* your learning activities - what makes sense?
- Examples:
  - list of articles read or websites visited
  - dates and times of supervision, meetings
  - Certificates of attendance *etc...*



# 5 Tips for Getting the Most Out of Your CCP

- Complete it with a colleague
- Make a date with yourself
- Give yourself credit for all learning activities
- Take advantage of resources made available through technology



# CCP Resources: Getting More Out of the Program

- College Website:  
[www.ocswssw.org](http://www.ocswssw.org)
- Contact the Professional Practice Department



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**The CCP Evaluation has Begun - and We'll be Seeking Your Input!**  
5/9/2014 1:44:00 PM  
The Continuing Competence Program (CCP) was launched in 2009, and it's now time to review the program in order to enhance and improve it.

**New: Employment Opportunity**  
5/6/2014 8:40:00 AM  
SENIOR ADMINISTRATIVE ASSISTANT  
This is a full-time permanent position reporting to the Director of Complaints and Discipline providing administrative support to the Director and Case Managers/Investigators and the Co-ordinator.

**Registration Now Open for the 2014 AMED**  
4/16/2014 7:31:00 AM  
Exploring Possibilities in Social Work and Social Service Work Practice, AMED June 19, 2014.

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# Wrap Up and Evaluation

- What went well today?
- What's one thing that you'll remember about what you've learned?
- Other questions?



# More Questions? Please contact us

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