

Miss Demot

WRA GRANADA RELOCATION CENTER

Amache, Colorado
January, 1944

IN SERVICE TRAINING--STAFF DEVELOPMENT PROGRAM

Since the entire building has been given over to the Welfare Section, the Counselor's office is suitable for staff meetings. This is a marked advantage as the door may be closed and the group continue its session uninterrupted.

The program for the entire staff falls under five, possibly six, main headings:

1. Study groups for advanced case workers and counseling aides.
2. Joint and separate sessions for new members of the case work staff.
3. Individual case conferences with the case work supervisor.
4. Case work staff session.
5. A general staff session.
6. Suggested an office staff session for the entire office staff.

Weekly reading assignments are desirable as essential to growth, and a separate session held weekly for the office staff would contribute to mutual understanding of the entire program and make for even closer team work among all members of the Welfare Section. An advisor might well be appointed from the general staff, but the office staff should conduct its own sessions and work out the program. The office staff should meet alone and be responsible for implimenting the program of study and group discussion.

SUGGESTED SCHEDULE--JANUARY, 1944

1. Study Groups

A. Case Workers and Counseling Aides.

1. For new members of staff--three sessions weekly.
8:15--9:00 A.M.--Tues., Wed., Thurs.
2. For advanced members of staff--two joint sessions weekly.
8:15--9:00 A.M.--Tues., Thurs.
3. For all members of staff--one hour individual case conference weekly as per schedule and other times as desired by worker or supervisor.
4. Case workers staff meeting--one hour weekly.
1:00--2:00 P.M.--Wed.

B. General Staff

1. One session weekly.
8:15--9:00 A.M.--Friday
Counselor in charge--Program developed by staff committee.

C. Office Staff

1. One session weekly. (If desired)
8:15--9:00 A.M.--Day selected by members of office staff. Program developed by committee under director of the Counselor.