**Sample Agenda**

**Level 1 Child Protection Case Management – Foundational Training**

Please insert the dates and timing in your agenda Include sufficient breaks (tea break, lunch break, energizers, etc.) to maintain focus.

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 1: FOUNDATIONS OF CHILD PROTECTION** | | ***Time:*** |
| 1 | Module and course opening | *..h.. - ..h..* |
| 2 | What is child protection? | *..h.. - ..h..* |
| 3 | How does the child's environment impact their safety and wellbeing? | *..h.. - ..h..* |
| 4 | How to adapt to the child's age, developmental stage and abilities? | *..h.. - ..h..* |
| 5 | What is a child protection risk? | *..h.. - ..h..* |
| 6 | Module closing | *..h.. - ..h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 2: FOUNDATIONS OF CP CASE MANAGEMENT** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | What is case management? | *…h.. - …h..* |
| 3 | How do I approach case management and what is the process? | *…h.. - …h..* |
| 4 | What is the role of the caseworker? | *…h.. - …h..* |
| 5 | How to collect and store client information? | *…h.. - …h..* |
| 6 | Module closing | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 3: COMMUNICATING WITH CHILDREN** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | How should a caseworker prepare to meet with children? | *…h.. - …h..* |
| 3 | Which communication techniques can I use? (part 1) | *…h.. - …h..* |
| 4 | How do I adapt communication to the individual child? | *…h.. - …h..* |
| 5 | Module closing | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 4: MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | What do we mean with mental health and well-being? | *…h.. - …h..* |
| 3 | What is the role of the caseworker in delivering MHPSS? | *…h.. - …h..* |
| 4 | What are MHPSS skills? | *…h.. - …h..* |
| 5 | How can I provide psychological first aid? | *…h.. - …h..* |
| 6 | Module closing | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 5: IMMEDIATE SUPPORT** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | What are concerns that require an immediate response? | *…h.. - …h..* |
| 3 | What can I do when a child has immediate MHPSS needs? | *…h.. - …h..* |
| 4 | How do I respond to a child with urgent physical, sexual, and reproductive health needs? | *…h.. - …h..* |
| 5 | How can I support a child to feel safer? | *…h.. - …h..* |
| 6 | How can I support a child in an unsafe care arrangement? | *…h.. - …h..* |
| 7 | Module closing | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE**  **MODULE 6: IDENTIFICATION AND REGISTRATION** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | How do I identify children in need of case management? | *…h.. - …h..* |
| 3 | How do I get assent / consent? | *…h.. - …h..* |
| 4 | How do I register a child’s case? | *…h.. - …h..* |
| 5 | Module closing | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 7: ASSESSMENT** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | How do I build trust and support a child in expressing themselves? | *…h.. - …h..* |
| 3 | How do I assess what a child needs? | *…h.. - …h..* |
| 4 | How do I identify and priorities the child’s needs? | *…h.. - …h..* |
| 5 | Module closing | *…h.. - …h..* |
| 6 | Module opening | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 8: CASE PLANNING** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | What is case planning and who should be involved? | *…h.. - …h..* |
| 3 | How do I implement a case planning meeting? | *…h.. - …h..* |
| 4 | How can I provide information about services available? | *…h.. - …h..* |
| 5 | How to formulate goals and objectives? | *…h.. - …h..* |
| 6 | Module closing | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 9: IMPLEMENTATION** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | What can a caseworker do during implementation? | *…h.. - …h..* |
| 3 | How can I provide information and advocate on a child’s behalf? | *…h.. - …h..* |
| 4 | How can I implement focused, non-specialized MHPSS activities? | *…h.. - …h..* |
| 5 | How do I effectively make referrals? | *…h.. - …h..* |
| 6 | Module closing | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 10: FOLLOW-UP AND REVIEW** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | Why should I follow-up on cases? | *…h.. - …h..* |
| 3 | How can I provide follow up? | *…h.. - …h..* |
| 4 | How can I address changes? | *…h.. - …h..* |
| 5 | Module closing | *…h.. - …h..* |
| 6 | Module opening | *…h.. - …h..* |

|  |  |  |
| --- | --- | --- |
| **DATE:**  **MODULE 11: CASE CLOSURE** | | ***Time:*** |
| 1 | Module opening | *…h.. - …h..* |
| 2 | When can I close a child’s case? | *…h.. - …h..* |
| 3 | How do I close a child’s case? | *…h.. - …h..* |
| 4 | How and when can I transfer a case? | *…h.. - …h..* |
| 5 | How can we obtain feedback from a child? | *…h.. - …h..* |
| 6 | Module and course closing | *…h.. - …h..* |