The Thogomelo Project

LEARNER WORKBOOK 1

Thogomelo Supportive Supervision Skills Development Programme for supervisors of community caregivers

Surname of learner (as on ID document)

Name of learner (as on ID document)

ID number of learner

Address of learner

Telephone of learner (cell, home or work)

Dates of training attended

Name of training provider Address

Training provider accreditation number Telephone E-mail address

Name of assessor
Assessor registration number
Signature of the assessor
Date of assessment

Name of moderator
Moderator registration number
Signature of the moderator
Date of moderation











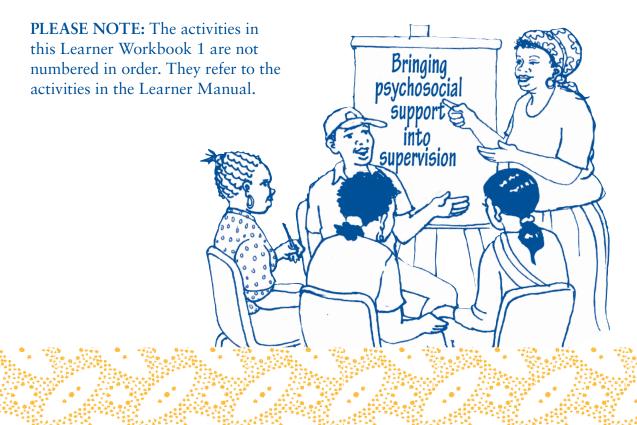


Introduction

Dear Learner

This Learner Workbook 1 is part of your Portfolio of Evidence for this skills development programme. You will be asked to refer to your Learner Manual every now and again. This Learner Workbook addresses Unit Standards 254183 and 264260. You will be expected to complete this Learner Workbook during classroom training. You can, however, finish most of the activities in your own time.

US ID	Title	NQF level	Credit points
254183	Apply personal development strategies and skills to	4	7
	enhance effective service delivery in child- and youth-		
	care work		
264260	Facilitate a peer education intervention	4	10
120308	Apply knowledge of self in order to make a personal	2	3
	decision		



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Declaration of Authenticity

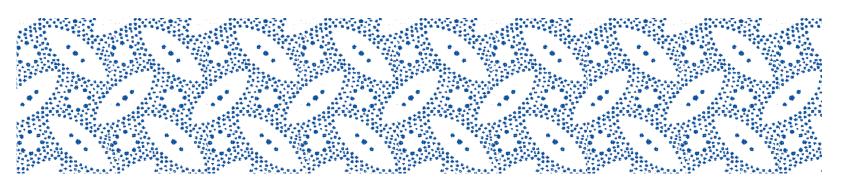
,	ID number
full names and surname)	
declare that the contents of	this Learner Workbook are my own original work.
The tasks that allow for grou	up participation are indicated as such.
Learner's signature:	



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Module 1

Psychosocial wellbeing and self care



US 254183; SO 1: AC 1.1, 1.2

ACTIVITY 1.3

How stressed are you?

n·

• To monitor your own stress level

Tick the boxes that apply to you:

- Do small problems and disappointments upset you?
- Do the little pleasures of life no longer make you happy?
- Is it difficult to stop thinking about your worries?
- Do you feel like you are not strong enough to cope with life?
- Are you always tired?
- Do you get angry over small problems?
- Have you noticed a change in your sleeping or eating patterns?
- Do you suffer from pain, headaches or back aches?



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If you have ticked several boxes above, it means that you are propractical things that you could do to reduce your stress. 1.	obably stressed	d. Name 3
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ACTIVITY 1.4

What stresses you out?

US 254183

Aims:

SO 1: AC 1.3, 1.4, 1.5

- To explore the stressors in your life
- To think about ways in which you can cope with stress

Draw a picture of your own pot of water being heated on a fire. Around your picture, write or draw your responses to the questions below, which result from your own experience.

Answer the following questions:

Fire and wood

1. What aspects of your **work** as a supervisor contribute towards your stress levels?



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,	What parts of your personality contribute towards your stress levels? (for example, wanting things to be done well, or feeling impatient when others are struggling to do something)
	What parts of your personal life contribute towards your stress levels? (for example, things at home that you find yourself worrying about while you are trying to supervise someone)

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6. What personal values and beliefs help you to cope with this s	tress?	
7. How does this self-awareness about your own levels of stress a supervisor?	help you in yo	our work as
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Module 2

Supportive supervision

ACTIVITY 2.1 Your own experiences of supervision Aim: To understand our individual experiences of supervision Answer the following questions: 1. What kind of supervision have you received?

2. Which 3 things worked well for you when you were supervised?

1.

2.

3.



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1.					
2.					
Name 2 area	s that you feel you	need to develo	op as a supervis	or.	
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2.					
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wnat qualitie	es of your superviso	r/s do you app	oreciate? (mentio	n at least 1 quality	')



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quality)	ualities of your s	upervisor/s do y	you find challenç	ging? (mention	at least 1
7. Name/d	escribe 2 ways	that you feel wo	rk when you are	e supervising yo	our caregivers
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8. Which 3 supervisory qualities do you have that you think other	ers appreciate	?
1.		
2.		
3.		
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Moderator's comments	Met	Not yet met



Think back to the first time you experienced supervision. 1. Describe how you felt. 2. What things made you nervous? (describe at least 2) 1.	Understanding resistand Aim: To understand resistance		US 254183 2.1, 2.2, 2.3, 2.4, 2.5, 2.0 esources for self
2. What things made you nervous? (describe at least 2)1.	Think back to the first time you	experienced supervision.	
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·. Willy 15	it important to	overcome or	ii resistance t	o supervision:		
i. What h	elped you over	come your re	sistance?			



6. How have you dealt with resistance in someone coming for s least 2 strategies)	upervision? (na	ame at
1.		
2.		
Assessor's comments	Met	Not yet met
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ACTIVITY 2.6

How can you set limits on your workload? US 254183 Aim: SO 4: AC 4.1, 4.2, 4.3, 4.4

• To explore why it is difficult in community caregiving to set limits to workload

Reflect on your workload: Draw a picture of a train pulling containers/carriages. In each container, write down the tasks you do in your work.

1. What type of work feels heavy in your work as a supervisor? (Name at least 2 types of work)

1.

2.



2. What type of work feels light and enjoyable? (Name at least 2 types of work)	
1.	
2.	
3. Name 3 strategies that you can use to set limits on your workload (your strategies should be measurable and realistic).	
1.	
2.	
3.	

4.	Name 2 colleagues that you can consult who will help you evaluate how you are doing
	in setting limits to your work.

1.

2.

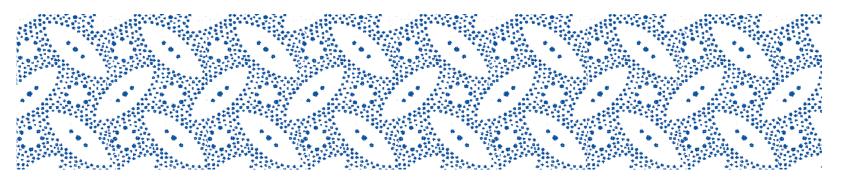
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Module 3

Creating a caring organisation



ACTIVITY 3.2

Your vision of a caring place to work

US 264260

Aim:

SO1: AC 1.1, 1.2, 1.3

- To investigate and understand your organisation's wellbeing
- 1. Answer the following questions and tick the boxes that relate to your organisation.

Do you notice any of these signs or risks of compassion fatigue or burnout in your organisation?

- Working long hours (in the evenings and on weekends);
- Interrupting each other with work matters after hours or during your time off;
- Showing a lack of sympathy and even irritation when colleagues experience difficulties;
- Feeling like you are not making a real difference in the lives of the people you support;
- Working in a disorganised or untidy work environment;
- Showing a lack of care in your appearance;
- Feeling that it is too much effort to network with other organisations;
- Making uncaring jokes about the people you work with; and
- Not having fun or being creative in your work.



2. Have you noticed any other signs of compassion fatigue or burnout?
3. Describe at least 2 things that you think you are doing well in your organisation in terms of caring for each other.
1.
2.
2.
 Name at least 3 things that you can do to strengthen psychosocial support in your organisation.
1.
2.
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3.



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5.	Name 2 things that your caregivers can do to strengthen their wellbeing.	own psychose	ocial
	1.		
	2.		
6.	Do you think your caregivers can be seen as peer educators?		
7.	Give 2 reasons for your answer above.		
	1.		
	2.		
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Recognising signs of success

US 264260

Aim:

SO 5: AC 5.1, 5.2, 5.3, 5.4

• To develop personal indicators of signs of success

Give your own indicators (signs of change) that will help you to review the implementation of your work. Here are some questions that may help to guide you:

1. When did a caregiver need your help (before you gave it)? (describe a situation)

2. What assistance did you give to the caregiver? (name at least 3 things)

1.

2.

3.

3. Name at least 3 things that showed that the assistance you gave them helped.

1.

2.

3.



What things or indicators can you use to measure your own s supervisor? (name 4 indicators)	uccess / progr	ress as a
1.		
2.		
3.		
4.		
5. Is it important to discuss your indicators with your supervisor	2 (Civo ono roc	ason for
Is it important to discuss your indicators with your supervisor your answer)	? (Give one rea	ason for
Assessor's comments	Met	Not yet met
Moderator's comments	Met	Not yet met



ACTIVITY 3.6

Training of community caregivers

US 264260

Aim:

S04: AC 4.1, 4.2, 4.3, 4.5

• To identify the types of training and capacity development initiatives that may benefit you as supervisor and community caregiver

Think about developing the capacity of the caregivers you supervise by asking yourself these questions:

1. What training do **you** think your CCGs need? (at least 2 trainings)

1.

2.

2. What training do **your CCGs** think they need? (name 2 training interests that your caregivers have shown)

1.

2.

3. How can you find a match between what caregivers would like to be trained in and what you feel they need training in? (describe)

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4. Who would be the best person or institution to facilitate this t	raining?	
5. What steps would assist you to organise the training? (descri internally or by people attending courses elsewhere)	be 3 steps, for	example,
1.		
2.		
ζ.		
3		
Assessor's comments	Met	Not yet met
Moderator's comments	Met	Not yet met



ACTIVITY 3.7

Orientation and mentoring

US 264260

Aim:

SO2: AC 2.1, 2.2, 2.3, 2.4, 2.5

• To discuss orientation and mentoring of peers as a way of developing the capacity of community caregivers

Answer the following questions:

1. Do you feel you were oriented when you joined your organisation? (explain the process)

- 2. What are the roles and responsibilities that you think you have towards a new CCG? (name at least 3)
 - 1.
 - 2.

3.

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3. What things work well with regard to orientation and mentoring? (describe 4 things)
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4. Which O near advection compart activities would you like to implement with new
4. Which 2 peer-education support activities would you like to implement with new caregivers joining your organisation? (describe them)
1.
2.



5.	What plan would you make to implement these ideas? (show at least 4 steps you would take)
	1.
	2.
	3.
	4.
6.	Which 3 qualities and ethical behaviours are needed by the person who should implement this orientation programme in order for it to be successful? (explain your answer)
	1.
	2

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3.

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Notes





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