TRAINING AND SUPERVISION (TS) STANDARD CHECKLIST

TS 1: Personnel Development
Laying the Foundation for Growth

- Annual training and development plan
- Annual assessment of training needs
- Table of contents of orientation curriculum
- Procedures for evaluating training effectiveness
- Documentation tracking staff completion of orientation
- Training curricula
- Results of training effectiveness evaluations

TS 2: Training Content
Keeping Knowledge Current

- Annual training calendar and/or schedules
- Table of contents of training curricula
- Training curricula
- Documentation tracking completion of required training

TS 3: Supervision
Guidance That Grows Teams

- Written supervision framework
- HR policies/procedures for staff supervision
- Supervision documentation or logs
- Sample job descriptions of supervisors from each program/service level (front line, managers, directors)

Disclaimer: *This document is intended solely as a reference checklist to support Accreditation preparation efforts. For comprehensive requirements and guidance, please refer to the full Training and Supervision COA Accreditation Standard.*