AND OTHER RELATED FIELDS WORKBOOK
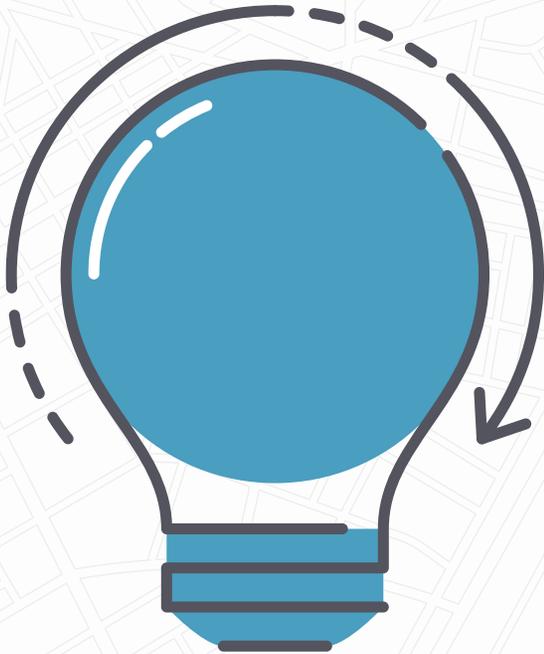
Building the KASE for Social Work Students to Achieve Success in Macro Practice

IDEAAS, LLC

Inclusion, Diversity, Equity, Anti-racism, Accessibility, Sustainability

INTRODUCTION

"And Other Related Fields" is a tool for social work students interested in macro practice and new macro social work practitioners. In the full document, we cover building the KASE (knowledge, abilities, skills, and experiences) for social work, career paths in macro practice, translating micro to macro practice, and strategies for macro success. However, if you are ready to "jump ahead" then this workbook may be right for you.

This workbook contains the "And Other Related Fields" assessment tool to identify deficits and strengths in your macro KASE as well as the strategic gameplan to map out your social work education for macro success.
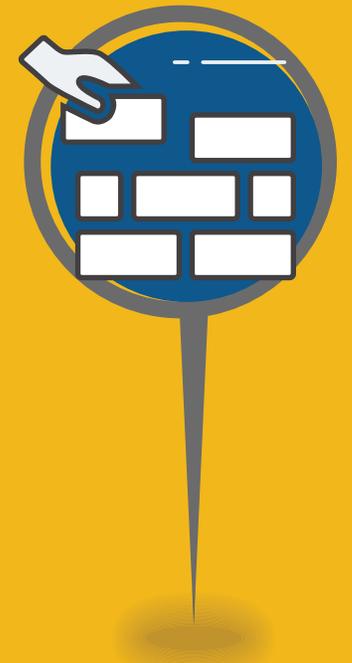
If at any point you find yourself getting "stuck", please refer to the full "And Other Related Fields" document.
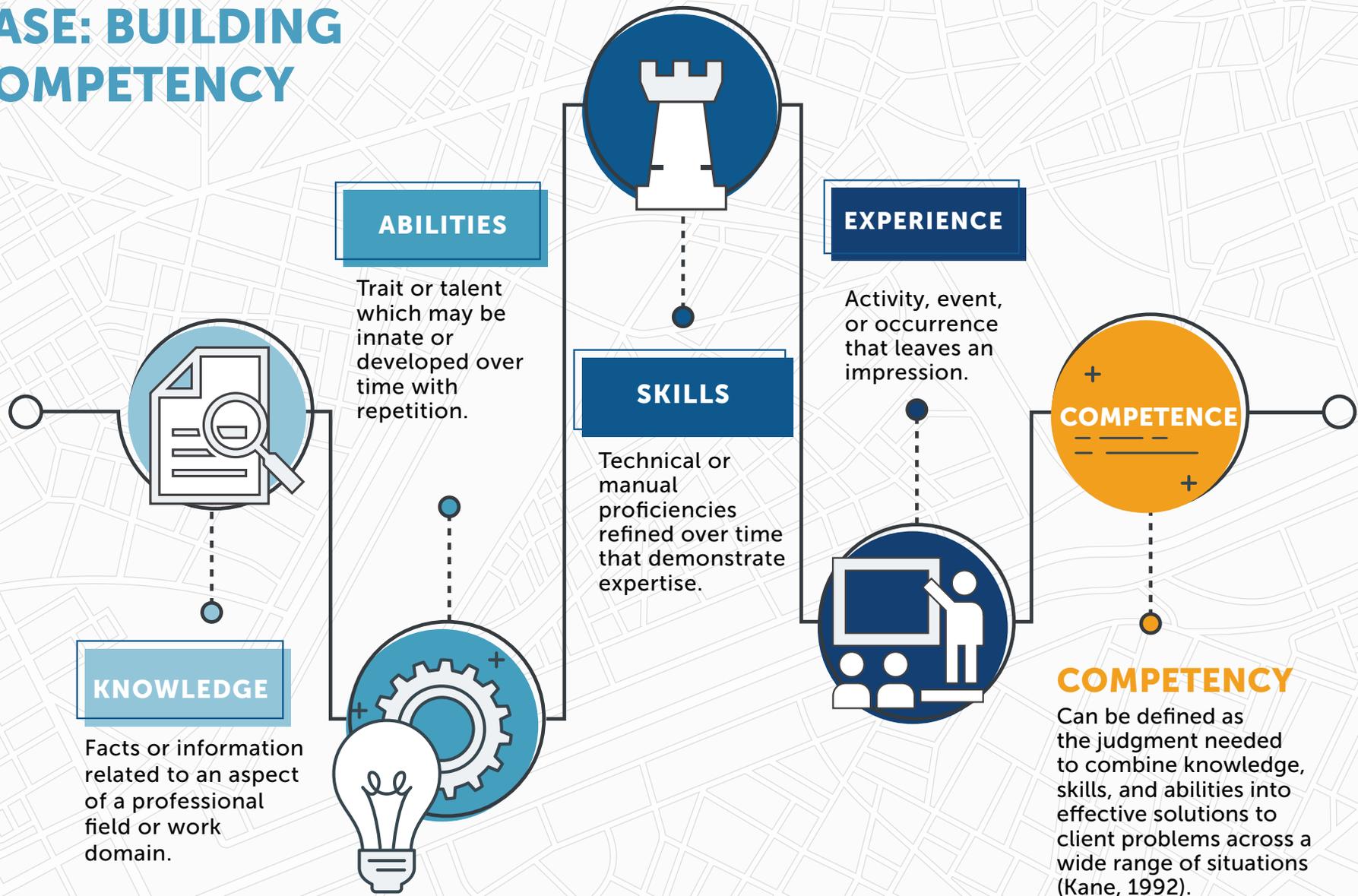
– Annie Grier, MSW

BUILDING THE KASE

for Macro Competence

KASE: BUILDING COMPETENCY

ABILITIES

Trait or talent which may be innate or developed over time with repetition.

SKILLS

Technical or manual proficiencies refined over time that demonstrate expertise.

EXPERIENCE

Activity, event, or occurrence that leaves an impression.

COMPETENCE

KNOWLEDGE

Facts or information related to an aspect of a professional field or work domain.

COMPETENCY

Can be defined as the judgment needed to combine knowledge, skills, and abilities into effective solutions to client problems across a wide range of situations (Kane, 1992).

DEVELOPING
COMPETENCE

KNOWLEDGE

Facts or information related to an aspect of a professional field or work domain.

- Administration
- Community Development
- Content-Specific Knowledge
- Funding
- Governance
- Management
- Organizational Change
- Organizational Culture
- Organizational Leadership
- Policy Practice
- Political Practice
- Research
- Social Innovation
- Social Policy
- Social Systems
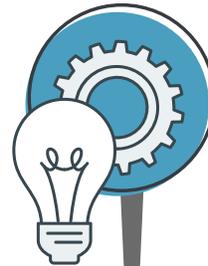
ABILITIES

Trait or talent which may be innate or developed over time with repetition.

- Creative Problem-Solving
- Critical Thinking
- Curiosity
- Drive/Grit/Persistence
- Initiative
- Innovation
- Leadership
- Professional Autonomy
- Professional Use of Self
- Risk-Taking
- Self-Advocacy

DEVELOPING
COMPETENCE

SKILLS

Technical or manual proficiencies refined over time that demonstrate expertise.

EXPERIENCE

Activity, event, or occurrence that leaves an impression.

SKILLS

- Advocacy
- Analysis (power analysis, network analysis, gap analysis, policy analysis)
- Assessment (organization/ community/policy)
- Budgeting/Financial Management
- Building Networks/Coalitions
- Change Management
- Delegation
- Fundraising
- Grant Prospecting/Identifying Funding Sources
- Grant Writing
- Information, Media & Technology Literacy
- Logical Reasoning & Decision-making

- Macro Communications
- Marketing/Public Relations
- Mediation & Brokerage
- Political/Campaign Strategy
- Presentation/Facilitation
- Problem Identification
- Program Evaluation
- Research Skills (statistics, data analysis)
- Resource Allocation
- Resource Development
- Strategic Planning
- Supervision of staff
- Teamwork/Collaboration
- Translate Research & Policy to a General Audience
- Written & Verbal Communication

EXPERIENCE

- Additional Readings
- Certifications
- Course Reciprocity
- Credentials
- Field Placement - Our signature pedagogy!
- Independent Study
- Informational Interviews
- Internships/Fellowships
- Joint-listed Courses
- Licensure (micro or macro)
- Local Participation
- Mentorships/Career Development Pipelines
- Networking/Memberships
- Optional Field Placement

- Professional Development Conferences, Courses, Trainings, Seminars
- Shadowing
- Thesis/Capstone/Applied Project
- Volunteer/Board Service
- Writing & Publishing

ASSESSMENT: THE FIRST STEP
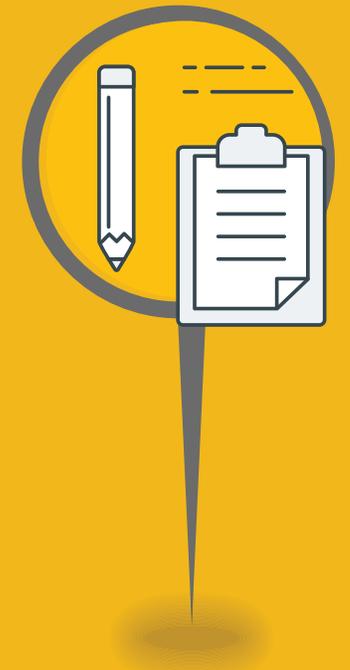
Now that you have reviewed the general KASE for macro competence, you may use it to assess **YOUR OWN** KASE.

This assessment instrument will help you to understand your own KASE for macro social work by starting with an evaluation of your current knowledge, abilities, skills, and experiences. You can complete the assessment at the start of your social work education and review it as often as you see fit to mark your progress.

FIRST, complete the assessment yourself. **NEXT** ask a peer, classmate, or coworker to complete the assessment about you. Do not provide them with your completed assessment first.

LASTLY, ask your field instructor/supervisor, professor, work supervisor, mentor, or any experienced macro practitioner to complete the assessment about you. Remember: Do not share your own assessment or your peer assessment before the practitioner/mentor completes the assessment of your KASE.

Using the numbers and definitions below, rate the level for each KASE competency.

1

KNOWLEDGEABLE

Exposed to the KASE through education/ training/observation

2

SKILLED

Operational experience with the KASE

3

MASTERED

Sharpened or refined ability to execute the KASE with little supervision/direction

Then, write what experiences allowed you to acquire, develop, or sharpen those knowledge areas, skills, and abilities and which experiences you would like to have during your education.

KNOWLEDGE

KASE COMPETENCY	SELF ASSESSMENT 1 2 3			PEER ASSESSMENT 1 2 3			SUPERVISOR ASSESSMENT 1 2 3			EXPERIENCES
Administration	○	○	○	○	○	○	○	○	○	
Community Development	○	○	○	○	○	○	○	○	○	
Content-Specific Knowledge	○	○	○	○	○	○	○	○	○	
Funding	○	○	○	○	○	○	○	○	○	
Governance	○	○	○	○	○	○	○	○	○	
Management	○	○	○	○	○	○	○	○	○	
Organizational Change	○	○	○	○	○	○	○	○	○	
Organizational Culture	○	○	○	○	○	○	○	○	○	
Organizational Leadership	○	○	○	○	○	○	○	○	○	
Policy Practice	○	○	○	○	○	○	○	○	○	
Political Practice	○	○	○	○	○	○	○	○	○	
Research	○	○	○	○	○	○	○	○	○	
Social Innovation	○	○	○	○	○	○	○	○	○	
Social Policy	○	○	○	○	○	○	○	○	○	
Social Systems	○	○	○	○	○	○	○	○	○	

ABILITIES

KASE COMPETENCY	SELF ASSESSMENT 1 2 3			PEER ASSESSMENT 1 2 3			SUPERVISOR ASSESSMENT 1 2 3			EXPERIENCES
Creative Problem-Solving	○	○	○	○	○	○	○	○	○	
Critical Thinking	○	○	○	○	○	○	○	○	○	
Curiosity	○	○	○	○	○	○	○	○	○	
Drive/Grit/Persistence	○	○	○	○	○	○	○	○	○	
Initiative	○	○	○	○	○	○	○	○	○	
Innovation	○	○	○	○	○	○	○	○	○	
Leadership	○	○	○	○	○	○	○	○	○	
Professional Autonomy	○	○	○	○	○	○	○	○	○	
Professional Use of Self	○	○	○	○	○	○	○	○	○	
Risk-Taking	○	○	○	○	○	○	○	○	○	
Self-Advocacy	○	○	○	○	○	○	○	○	○	

SKILLS

KASE COMPETENCY	SELF ASSESSMENT 1 2 3			PEER ASSESSMENT 1 2 3			SUPERVISOR ASSESSMENT 1 2 3			EXPERIENCES
Assessment (Organization/Community/Policy)	○	○	○	○	○	○	○	○	○	
Budgeting/Financial Management	○	○	○	○	○	○	○	○	○	
Building Networks/Coalitions	○	○	○	○	○	○	○	○	○	
Change Management	○	○	○	○	○	○	○	○	○	
Delegation	○	○	○	○	○	○	○	○	○	
Fundraising	○	○	○	○	○	○	○	○	○	
Grant Prospecting/Identifying Funding Sources	○	○	○	○	○	○	○	○	○	
Grant Writing	○	○	○	○	○	○	○	○	○	
Information, Media & Technology Literacy	○	○	○	○	○	○	○	○	○	
Logical Reasoning & Decision-making	○	○	○	○	○	○	○	○	○	
Macro Communications	○	○	○	○	○	○	○	○	○	
Marketing/Public Relations Mediation & Brokerage	○	○	○	○	○	○	○	○	○	
Political/Campaign Strategy	○	○	○	○	○	○	○	○	○	
Presentation/Facilitation	○	○	○	○	○	○	○	○	○	
Problem Identification	○	○	○	○	○	○	○	○	○	
Program Evaluation	○	○	○	○	○	○	○	○	○	

SKILLS

KASE COMPETENCY	SELF ASSESSMENT 1 2 3			PEER ASSESSMENT 1 2 3			SUPERVISOR ASSESSMENT 1 2 3			EXPERIENCES
Research Skills (e.g. statistics, data analysis)	○	○	○	○	○	○	○	○	○	
Resource Allocation	○	○	○	○	○	○	○	○	○	
Resource Development	○	○	○	○	○	○	○	○	○	
Strategic Planning	○	○	○	○	○	○	○	○	○	
Supervision of staff	○	○	○	○	○	○	○	○	○	
Teamwork/ Collaboration	○	○	○	○	○	○	○	○	○	
Translate Research & Policy to a General Audience	○	○	○	○	○	○	○	○	○	
Written and Verbal Communication	○	○	○	○	○	○	○	○	○	

1

KNOWLEDGEABLE

2

SKILLED

3

MASTERED

Once you, a peer, and a supervisor/mentor/instructor have completed the assessment, you should review each KASE Competency for potential areas for growth and development, as well as, use this information to create your **KASE Gameplan from pages 51-60 of this tool**.

Having a peer, supervisor, mentor, or instructor provide you with professional feedback is a way to become aware of which knowledge, abilities, skills, and experiences you may need to acquire, develop, or sharpen. Thus, all macro social workers should develop a mechanism for reflection and honest feedback. This self-assessment tool helps with identifying developmental areas to maximize your effectiveness.

Lastly, it is okay if you do not have all knowledge, abilities, and skills. No one person can be an expert at everything. This is another strength of social work; we learn to collaborate and build teams to leverage strengths and mitigate deficits. Professional development is a lifelong process. New experiences will enhance your knowledge, abilities, and skills over time.

CREATE YOUR OWN STRATEGIC GAMEPLAN

CREATE YOUR OWN STRATEGIC GAMEPLAN FOR MACRO SUCCESS

In the next few pages, you will create your own strategic gameplan for macro success. For this exercise, you will review the KASEs and decide which you will:

- **ACQUIRE**
  Identify the KASEs that you currently do not possess

- **DEVELOP**
  Identify the KASEs with which you have some familiarity or have demonstrated on occasion but want to further develop.

- **SHARPEN**
  Identify the KASEs that you possess or use regularly but wish to further refine or build expertise.

NOTE: Refer back to page 10 for the list of Experiences that can assist with the development of macro competence.

INSTRUCTIONS

Next to each item in the left-hand column, put an "A" next to the item you want to acquire.

Put a "D" next to the item you want to Develop.

Put an "S" next to the item you want to Sharpen.

Then, review your gameplan with the two people that you asked to provide your KASE assessment for feedback, accountability, and support.

STEP 1 - KNOWLEDGE

INSTRUCTIONS
Next to each item in the left hand column, put an "A" next to the knowledge you want to Acquire. Put a "D" next to the knowledge you want to Develop. Put an "S" next to the knowledge you want to Sharpen.

KNOWLEDGE		COURSE/CLASS (CURRICULUM CODE/NAME)	FIELD/INTERNSHIP (PLACEMENT)	EXPERIENCES
Administration	☐A ☐D ☐S			
Community Development	☐A ☐D ☐S			
Content-Specific Knowledge	☐A ☐D ☐S			
Funding	☐A ☐D ☐S			
Governance	☐A ☐D ☐S			
Management	☐A ☐D ☐S			
Organizational Change	☐A ☐D ☐S			
Organizational Culture	☐A ☐D ☐S			
Organizational Leadership	☐A ☐D ☐S			
Policy Practice	☐A ☐D ☐S			
Political Practice	☐A ☐D ☐S			
Research	☐A ☐D ☐S			
Social Innovation	☐A ☐D ☐S			
Social Policy	☐A ☐D ☐S			
Social Systems	☐A ☐D ☐S			

STEP 1 - KNOWLEDGE

Who can I get advice from about my "knowledge gameplan"?

WHO

What opportunities can I seek out that will help me complete my "knowledge gameplan"?
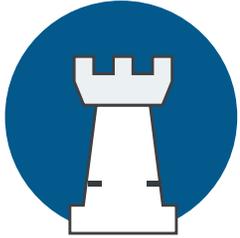
WHAT

When is the best time in my education/program to acquire, develop, and sharpen my "knowledge gameplan"?

WHEN

Where can I find more information about the items on my "knowledge gameplan"?
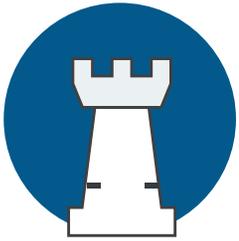
WHERE

STEP 2 -ABILITIES

INSTRUCTIONS

Next to each item in the left hand column, put an "A" next to the abilities you want to **Acquire**. Put a "D" next to the abilities you want to **Develop**. Put an "S" next to the abilities you want to **Sharpen**.

ABILITIES		COURSE/CLASS (CURRICULUM CODE/NAME)	FIELD/INTERNSHIP (PLACEMENT)	EXPERIENCES
Creative Problem-Solving	☐A ☐D ☐S			
Critical Thinking	☐A ☐D ☐S			
Curiosity	☐A ☐D ☐S			
Drive/Grit/Persistence	☐A ☐D ☐S			
Initiative	☐A ☐D ☐S			
Innovation	☐A ☐D ☐S			
Leadership	☐A ☐D ☐S			
Professional Autonomy	☐A ☐D ☐S			
Professional Use of Self	☐A ☐D ☐S			
Risk-Taking	☐A ☐D ☐S			
Self-Advocacy	☐A ☐D ☐S			

STEP 2 - ABILITIES

Who can I get advice from about my "abilities gameplan"?

WHO

When is the best time in my education/program to acquire, develop, and sharpen my "abilities gameplan"?

WHEN

What opportunities can I seek out that will help me complete my "abilities gameplan"?

WHAT

Where can I find more information about the items on my "abilities gameplan"?

WHERE

STEP 3 -SKILLS

INSTRUCTIONS

Next to each item in the left hand column, put an "A" next to the skills you want to **Acquire**. Put a "D" next to the skills you want to **Develop**. Put an "S" next to the skills you want to **Sharpen**.

KNOWLEDGE		COURSE/CLASS (CURRICULUM CODE/NAME)	FIELD/INTERNSHIP (PLACEMENT)	EXPERIENCES
Advocacy	☐A ☐D ☐S			
Analysis (e.g. power analysis, network analysis, gap analysis, policy analysis)	☐A ☐D ☐S			
Assessment (Organization/ Community/Policy)	☐A ☐D ☐S			
Budgeting/Financial Management	☐A ☐D ☐S			
Building Networks/ Coalitions	☐A ☐D ☐S			
Change Management	☐A ☐D ☐S			
Delegation	☐A ☐D ☐S			
Fundraising	☐A ☐D ☐S			
Grant Prospecting/ Identifying Funding Sources	☐A ☐D ☐S			
Grant Writing	☐A ☐D ☐S			
Information, Media and Technology Literacy	☐A ☐D ☐S			
Logical Reasoning and Decision-making	☐A ☐D ☐S			
Macro Communications	☐A ☐D ☐S			
Marketing/Public Relations	☐A ☐D ☐S			

STEP 3 -SKILLS

INSTRUCTIONS

Next to each item in the left hand column, put an "A" next to the skills you want to **Acquire**. Put a "D" next to the skills you want to **Develop**. Put an "S" next to the skills you want to **Sharpen**.

KNOWLEDGE		COURSE/CLASS (CURRICULUM CODE/NAME)	FIELD/INTERNSHIP (PLACEMENT)	EXPERIENCES
Mediation & Brokerage	☐A ☐D ☐S			
Political/Campaign Strategy	☐A ☐D ☐S			
Presentation/ Facilitation	☐A ☐D ☐S			
Problem Identification	☐A ☐D ☐S			
Program Evaluation	☐A ☐D ☐S			
Research Skills *(e.g. statistics, data analysis)*	☐A ☐D ☐S			
Resource Allocation	☐A ☐D ☐S			
Resource Development	☐A ☐D ☐S			
Strategic Planning	☐A ☐D ☐S			
Supervision of Staff	☐A ☐D ☐S			
Teamwork/ Collaboration	☐A ☐D ☐S			
Translate Research and Policy Products to a General Audience	☐A ☐D ☐S			
Written and Verbal Communication	☐A ☐D ☐S			
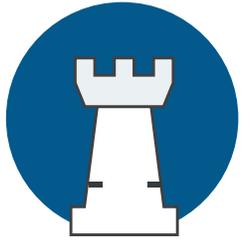
STEP 3 -SKILLS

Who can I get advice from about my "skills gameplan"?

WHO

What opportunities can I seek out that will help me complete my "skills gameplan"?

WHAT

When is the best time in my education/program to acquire, develop, and sharpen my "skills gameplan"?

WHEN

Where can I find more information about the items on my "skills gameplan"?

WHERE

MY WHY

INSTRUCTIONS

In the previous section, you identified the critical Who, What, Where, and When necessary to create your gameplan for macro success. However, if you remember your elementary school English class, there is one more "W" question we have not asked yet: Why?

Why can be hard to answer. Its response is often unformed and intangible. Yet, Why is often the most important question that we can ask ourselves in any pursuit.

Use the space below to write a personal statement or a list of Whys that you can revisit throughout your macro journey. Review your Why as you check off your KASEs from your personal gameplan. Revisit your why when you hit a speed bump (e.g. a tough class or when an opportunity falls through). Come back to these pages on graduation day to see how far you've come. Re-read your personal statement 10 years from now when you are a successful macro practitioner to see how you made it happen!

WHAT IS YOUR WHY?

FROM THE AUTHORS

"And Other Related Fields" is my love letter to social work. This tool was created as a response to holding the honors of field supervisor, manager, mentor, colleague, and friend to social work students and young social work professionals. I want future macro social workers to be seen in their educational programs and to see themselves as poised for success in macro spaces, directly because of their social work degree. Any work that is people work needs a social worker."

"When organizations post jobs seeking MBAs, MPAs, MPPs, JDs, Master's in Education, Human Resources, or Public Health, **and Other Related Fields**, they are looking for us- macro social workers."

— **ANNIE GRIER, MSW**

IDEAAS, LLC
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"Strengthening macro practice and the reputation of the social work profession as leaders in solving complex problems is my passion. I believe every student should leave their social work program with a strong network of people who will help them succeed."

"Got a complex, intractable, seemingly impossible policy problem? You need a macro social worker!"

— **LINDA SCHMIDT, MLPA, MSW, PhD**

School of Social Work, Western Michigan University
"Equip an army of macro social workers to take back our space as leaders."
Twitter @PolicyDrSchmidt | https://wmich.edu/socialwork/directory/schmidt

"Take up space! You are knowledgeable, qualified, and prepared. So be heard because you worked hard for this degree and you deserve to be here."

— **SARA JULIAN, MSW**
Twitter @SaraJulianMSW

For questions or consultations, please contact ideaas.llc@gmail.com

Special thank you to:

THE NETWORK FOR
SOCIAL WORK MANAGEMENT