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*In-service Training
Ishikawa*

IN-SERVICE TRAINING PROGRAM FOR THE PUBLIC
WELFARE WORKERS OF THE YEAR OF 1950.

Ishikawa Prefecture

3rd May 1950,

1. Purpose

To improve temperament of Public Welfare Workers in the Ishikawa Prefecture.

2. Important point.

(1) For consideration of important position to the Public Assistance at the present level of Japan, and real circumstances of welfare staff of our prefectural (age is comparatively young and inferior education with very few experience) which the guidance are necessary mainly to the public welfare concerning full-time paid workers.

(2) According to the Minsei-(Jido)-Iin, comparing to specialty of our Prefecture is to make efforts in cultivate of the Volunteer spiritual.

3. Object.

- (1) Staffs of Welfare Department (exclude Demobilize Section)
- (2) Welfare Staff in Cities, Towns and Villages.
- (3) Minsei-(Jido)-Iin.
- (4) Social Work (Child Welfare) Institution Workers.
- (5) Welfare Staff concern to District Office.

4. Method.

- A. Administering concern to Social Welfare Work Council are to be promoted by opinion reports from investigation and debate also answering to the inquiry.

Social Welfare Council holding program (Plan)

- May - Concern in training of Social Welfare Workers, In-service Training of Minsei-(Jido)-Iin.
- July - In-service Training of Case Work and Group Work.
- Sept - Concern of Scholarship, Promotion of Farmer Social Welfare Worker.
- Nov - Concern of Social Welfare Council, Training of Medical Social Worker.
- Jan - Propagate and development of Social Work concern of service ratings.
- Mar. - In-service Training Program for year of 1951.
Any other program will be held occasionally in accordance with necessity. Also previous arrangement are prepared for enforcement of observation visits to the model prefecture.

B. Organization.

- (1) Establishment of In-service Training Unit. Each Section shall establish the In-service Training Unit concerning to the Section Staffs and Welfare Administration. The following organization and etc will be plan for the In-service Training Unit which will be execution or under supervision.

(2) Determine the " Staff member in charge of the supervisory authority " concerning staff from the Welfare Section under the District Office and undertake the guidance of the concern program.

C. Strict enforcement of Staff Meeting.

PUBLIC ASSISTANCE.

- (1) Section Chief Meeting of Welfare Department.
 (a) Object - Department Chief, Each Section Chief, Supervisory Authority of In-service Training.
 (b) Method - Conference and Debate.
 (c) Respon. - Department Chief.
 (d) Contents- 1. Instruction connecting items.
 2. In-service Training Program.
 3. Exchange of information.
 (e) Purpose - Adjustment of connections.
 (f) Time-Place--Every Monday morning two hours at the Room of Dept Chief.
- (2) Meeting of Staff Member charge In-service Training Unit.
 (a) Object - Each Section staff who charge the In-service Training Unit.
 (b) Method - Lecture, Conference, Debate.
 (c) Respon. - Each member take place once.
 (d) Contents- 1. Supervision.
 2. Case Work.
 3. Report of research problem.
 4. Exchange of information.
 (e) Purpose - Development of supervision ability.
 (f) Time-Place--Every Saturday Afternoon two hours at the Room of Dept Chief.
- (3) Section Staffs Meeting.
 (a) Object - Section Chief and all Staffs.
 (b) Method - Notice(Instruction), Lecture, Conference, Debate.
 (c) Respon. - Section Chief.
 (d) Contents- Mutual research announcement and discussion for practice constantly to the specific skill by each section.
 (e) Purpose - Development of Section Staff temperament.
 (f) Time-Place--Every month first week of Tuesday all morning at each section.
- (4) Welfare Department, General Affair Section Chief Meeting of District Office and City.
 (a) Object - Welfare Dept Chief, Each Section Chief, Cities and District Office Welfare Section Chief.
 (b) Method - Instruction and Conference.
 (c) Respon. - Each Section Chief take charge once.
 (d) Contents- 1. Instruction connecting items.
 2. Supervision.
 3. Case Work.
 4. Exchange of information.

- (e) Purpose - Development of Supervision ability.
 (f) Time-Place--A day once every month at Room of Dept Chief.
- (5) City Welfare Section Concern Staff Meeting.
 (a) Object - Dept Chief, Welfare Section Chief, Child Welfare Section Chief and City Section Chief.
 (b) Method - Instruction and Conference.
 (c) Respon. - Each Section chief will charge once.
 (d) Contents- 1. Instruction connecting items.
 2. Supervision.
 3. Case Work.
 4. Exchange of information.
 (e) Purpose - Development of supervision ability.
 (f) Time-Place--A day once monthly by three City with taking turns.
- (6) Cities, Towns and Villages Connection Council as Staff Member charge of Welfare Administration.
 (a) Object - Cities Branch Office Staffs.
 (Towns and Villages Welfare Chief.
 (b) Method - Instruction, Lecture, Conference.
 (c) Respon. - City Welfare Section Chief.
 District Office, General Affair Section Chief.
 (d) Contents- 1. Instruction connecting items.
 2. Research of concretely illustration.
 3. Exchange of information.
 (e) Purpose - Thoroughness of instruction connecting items, promotion of duties efficiency.
 (f) Time-Place-- A day once monthly at city hall or District Office.
- (7) Minsei Jyomu Iin Council
 (a) Object - Minsei-Iin (Jyomu)
 (b) Method - Instruction, Lecture, Conference,
 (c) Respon. - City Welfare Section Chief, District Office
 General Affair Section Chief.
 (d) Contents- 1. Instruction connecting items.
 2. Announce of case work illustration.
 (e) Purpose - Cultivation of Volunteer spirit.
 (f) Time-Place-- A day once monthly at city hall or District Office.
- (8) Child Welfare Concerning Official Meeting.
 (a) Object - Child Welfare Section Chief, Director of Child Welfare Center, Volunteer (Fukushi-shi) Official authority charge the In-service Training Unit.
 (b) Method - Instruction and debate.
 (c) Respon.- Child Welfare Section Chief.
 (d) Contents--1. Instruction, connecting ~~mix~~ items.
 2. Case Work
 3. Group Work
 (e) Purpose - Development of Social Welfare Work Skill
 (f) Time-Place.--Twice monthly all morning at Consultation Center.

- (9) Child Welfare Official Meeting.
- (a) Object - Child Welfare Section Chief and Jido Fukushima.
 - (b) Method - Debate and announce of research.
 - (c) Respon. - Child Welfare Section Chief.
 - (d) Contents- 1. Case Work, 2. Group Work.
 - (e) Purpose - Development of Case Work ability.
 - (f) Time-Place--Once a week at Child Welfare Section.
- (10) Livelihood Consultation Work Non-Official Meeting.
- (a) Object - Welfare Dept Chief, Welfare Section Chief. Non-Official(Staff) of Liv. Consultation.
 - (b) Method - Instruction, Lecture, Conference.
 - (c) Respon. - Welfare Section Chief.
 - (d) Contents- 1. Instruction connecting items.
2. Case Work.
3. Announce of research.
 - (e) Purpose - Development of case work ability.
 - (f) Time-Place--A day once monthly at Dept Chief Office.

SOCIAL WELFARE WORK INSTITUTION.

- (1) Aged Institution Connecting Council.
- (a) Object - Welfare Section Chief, Staff charge of the Institution, and In-service Training, Representative of Aged Institution.
 - (b) Method - Instruction, Lecture, Conference.
 - (c) Respon. - Welfare Section Chief.
 - (d) Contents- 1. Instruction connecting items.
2. Case of inmates.
3. Management of Institution.
 - (e) Purpose - Promotion of duties efficiency.
 - (f) Time-Place-- a day once monthly at each Institution as take turns.
- (2) Child Welfare Institution Connecting Council.
- (a) Object - Child Welfare Section Chief, Representative of Child Welfare Institution, Director of Child Welfare Center, Trainer.
 - (b) Method - Same as above.
 - (c) Respon. - Child Welfare Section Chief.
 - (d) Contents- Same as above.
 - (e) Purpose - " " "
 - (f) Time-Place- " " "

OTHERS.

- (1) National Minsei-(Jido)in Grand Meeting.
- (a) Object - Representative of National Minsei(Jido)-In.
 - (b) Method - Conference, Lecture, Inspection.
 - (c) Respon. - Welfare Dept Chief, Prefectural Minsei-In Federation Director.
 - (d) Contents- General Meeting, Section Meeting, Lecture.
 - (e) Purpose - Development of Minsei-In spirit.
 - (f) Time-Place--April 22nd and 23rd and 24th. at Kanazawa City.

- (2) Ishikawa Prefecture Minsei-(Jido)Iin Grand Meeting.
 (a) Object - Minsei-(Jido)Iin of Ishikawa Prefecture
 (b) Method - Same as paragraph 1.
 (c) Respon. - " " " "
 (d) Contents- " " " "
 (e) Purpose - " " " "
 (f) Time-Place-- Opened at the same time of National Grand Meeting.

D. Documentary Training

- (1) Guide of duties.
 Establish the hand-book concern to the skill of the Social Welfare Work and to thoroughness the Section Staffs and the following organization.
 (2) Guidance by Notice and Instruction.
 Enforce occasionally in accordance with necessity.
 (3) Utilization of Monthly Reports of Ishikawa Prefecture's Social Welfare Work .
 Describe the Inservice Training materials on the paper and promote the guidance of Towns and Villages Welfare Staffs and Minsei-Iin (Jido)

E. Library Training.

- (1) Shall recommend of good book concern of Social Work at ordinary time and increase the actuality of the supervision.
 (2) Enrichment of Social Welfare Work Library.
 Purchase the good books and promote in cultivation development of the Staffs in Welfare Department.

F. Guidance at actual place.

Select the unproper Towns and Villages under the Prefecture and enforce the supervision concern to the Welfare Administration in general by continuation in every three months.

G. Training Course.

- (1) Welfare Staff under Cities and District Office (1st Term)
 (a) Course - (1) Social Welfare Administration.
 (2) Outline of Social Welfare Work.
 (3) Knowledge of laws.
 (4) Supervisions.
 (5) Case Work.
 (b) Lecturer- Official of Welfare Ministry, Mr. Mori,
 Assist. Professor Mr. Nakamura,
 Professor Mr. Miyashi,
 Social Work Research Center Director
 Mr. Tanigawa,
 (c) Hours -- 2 hours each pers. Two days.
 (d) Purpose - Development of Social Work acknowledgement.
 Development of supervision ability.
 (e) Time-Place-- In May 1950, First Neighbourly Hall.
 Planning to have the general affair Sec. Chief to attend the First Day Cours.

- (2) Welfare Director of Towns and Villages.
 (a) Course - (1) Outline of Social Welfare Work.
 (2) Laws acknowledgement.
 (3) Case Work.
 (b) Lecturer- General Affair Section Chief, District Office
 Staff or Prefecture Welfare Official(Staff).
 (c) Hours - 7 hours ---one days
 (d) Purpose - Development of case work skill.
 (e) Time-Place-- End of May, each District Office.
- (3) Minsei-Iin.
 (a) Course - (1) Duties of Minsei-Iin.
 (2) Social Welfare Work of Ishikawa Prefecture.
 (3) Case Work.
 (b) Lecturer- Same as above and leading members of Prefectural
 Minsei-Iin Federation.
 (c) Hours - 1½ hours in each course.
 (d) Purpose - Cultivation of Volunteer spirit.
 (e) Time-Place-- In each Area, at July or August,
- (4) Jido-Iin
 (a) Course - (1) Duties of Jido-Iin.
 (2) Case Work
 (3) Group Work
 (b) Lecturer- Child Welfare Staffs and leading members of
 Prefectural Minsei-Iin Federation.
 (c) Hours - Same as above.
 (d) Purpose - " " "
 (e) Time-Place -- In each Area, Date will be place later.
- (5) Welfare Staffs of District Office and City Hall.
 (a) Course - (1) Improvement of rules and regulation (2nd)
 (2) Case Work.
 (b) Lecturer- Welfare Staff of Prefecture.
 Dispatch lecturers from Ministry.
 (c) Hours - 3 hours in each course.
 (d) Purpose - Promotion of duties efficiency.
 (e) Time-Place -- Social Welfare Hall in month of October.
- (6) Staffs Training Course of Social Welfare Institution.
 (a) Course - (1) Outline of Social Welfare Work.
 (2) Debate of Institution management.
 (3) Daily Life Security Law.
 (4) Case Work.
 (b) Lecturer- Welfare Staffs of Prefecture.
 (c) Hourse - one hours each.
 (d) Purpose - Promotion of duties efficiency.
 (e) Time-Place -- Nanao City once.
 Kanazawa City once. (in November.)
- (7) Nurse Training Course (Day Nursery.)
 Details are prepared in Child Welfare law.
- (8) Welfare Youths Cooperative Members Training Course.
 (a) Course - (1) Outline of Social Welfare Work.
 (2) Debate of I

- (2) Welfare Work (Volunteer)
 (3) Activity of member.
 (b) Lecturer - Welfare Staff of Prefectural and leading member of Minsei-Iin Federation.
 (c) Hours - 2 hours in each course.
 (d) Purpose - Cultivation of Volunteer spirits.
 (e) Time-Place---City and District Office.
 (at December)

Other program will be held occasionally in accordance with case of necessity.

- H. Organize of In-service Training Unit.
 Lecturers entrusted to well-education personnel in Local and concern Public Official.

Planning Course in Monthly.

- April - Principle of administration or Labour administration.
 May - Case Work or Mental Medical Science.
 June - Group Work or Aged Concern Work.
 July - Community organization or history of Ishikawa Prefecture Social Works.
 August - Community policy and Social Welfare Work or special childrens problems.
 September - Welfare Works or Settlement Works.
 October - Case Work and Mental Health or Judicial Protection Works.
 November - Child Welfare or Community Chest.
 December - Population problems or Medical Social Work.
 January - Social Security System or Mother and Child Protection.
 February - Rehabilitation Works or Social Work of America.
 March - Debate of Insitution Management or Civil Code.
 Total - 12 days.

I. Inspection.

- (1) Establishment of Social Welfare Promotion District.
 One place in Cities and Bistrct.
 (2) Give opportunity of inspection to the in and out of Prefecture Model District, Model Institution or Public Organie
 (3) Make attendance to National grand meeting.

J. Scholarship Funds.

- (1) Educational leave in National.
 As a student of Tokyo or Osaka Social Work University (Regular Course)(Research Course, In-service Training Course) and dispatch the superior peronnel.
 (2) Educational leave to Foreign Country.
 Prepare the "Name List of Candidate" and get recommendation process according to necessities. Both above person's selection will be charge to this organization of the Nomination Committee.

K. Connection Meeting of In-service Training Leader.

Trainer of each Prefectural In-service Training Unit under the Tokai Hokuriku Regional will call meeting in circle term by each Prefecture; and to make attempt of intersificate training faculty with execution concern of In-service Training, Connection of Duties Research Conference, Debate and exchange information under guidance of Civil Affair Concerning Officials. Also attend to the Ministry arrangement meeting.

L. Propagation and enlightenment.

Deepen the public people of understanding and cognition oppose to social welfare work; also promotion the Social Welfare Work and to promote the socialization of the Social Work.

For this method issue of Ishikawa Prefectural Social Work Monthly Report, which is a monthly news paper concerning to the Social Welfare Work. This will be free distribution to the Cities, Towns and Villages Office, Youth Welfare Cooperative gathers, Schools, Settlement Hall, Public Citizen Hall, Social Welfare Work Insitutions, Youth and Juvenile Group, Womens Associations Cutlural group, Library Hall and etc.

5. Appraisement of result.

(1) Purpose.

For appraise the result of In-service Training Program and confirmate its effects as promote to the plan of next years enterprise bill.

(2) Object.

All member who are under trained.

(3) Method.

a. Presentation of service ratings as form as attached in separates.

b. Presentation of duty reports.

The Cities, Towns and Villages Mayor, District Office Chief, Welfare Department Section Chief and other concerning Chief shall frame the reports concern to the result of duties of the yearly and submit before the April end of the following year.

S E R V I C E - R A T I N GService Rating of Social Welfare Worker.

Name _____
Present duties appointed date _____
Age _____

1. Spiritual fixity.
2. Service mind oppose to needy.
3. Honesty in duties.
4. Ability in the performance of duties.
5. Maintenance of objectivity.
6. Harmonious to other Staff Members.
7. Is he reliance from District peoples?
8. Health condition.
9. Is he working with detail instructions?
10. Ability of case management.
11. Do he report with forgetting it?
12. Is speciality skill of Social Work increaseing?
13. Joining positively in Staff Meeting? (Group Study)
14. Any opinion as constructive?
15. Any careful thought concern in resultful use of expenses and articles?

General Review.

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Service Rating of Supervisor Staff.

Name _____,

Present duty appointed date
_____,

Age _____,

1. Mental faculties.
2. Guiding faculty.
3. Creative ability.
4. Sympathetic mind.
5. Social quality.
6. Interest.
7. Living attitude.
8. Talents of Public Speech.
9. Language.
10. Costume.
11. Common culture.
12. Specific of study

General Reviews:

IN-SERVICE TRAINING PROGRAM FOR THE PUBLIC
WELFARE WORKERS OF THE YEAR OF 1950.

Ishikawa Prefecture

3rd May 1950,

1. Purpose

To improve temperament of Public Welfare Workers in the Ishikawa Prefecture.

2. Important point.

(1) For consideration of important position to the Public Assistance at the present level of Japan, and real circumstances of welfare staff of our prefectural (age is comparatively young and inferior education with very few experience) which the guidance are necessary mainly to the public welfare concerning full-time paid workers.

(2) According to the Minsei-(Jido)-Iin, comparing to speciality of our Prefecture is to make efforts in cultivate of the Volunteer spiritual.

3. Object.

- (1) Staffs of Welfare Department (exclude Demobilize Section)
- (2) Welfare Staff in Cities, Towns and Villages.
- (3) Minsei-(Jido)-Iin.
- (4) Social Work (Child Welfare) Institution Workers.
- (5) Welfare Staff concern to Distrect Office.

4. Method.

A. Administting concern to Social Welfare Work Council are to be promote by opinion reports from investigation and debate also answering to the inquiry.

Social Welfare Council holding program (Plan)

- May - Concern in training of Social Welfare Workers, In-service Training of Minsei-(Jido)-Iin.
- July - In-service Training of Case Work and Group Work.
- Sept - Concern of Scholarship, Promotion of Farmer Social Welfare Worker.
- Nov - Concern of Social Welfare Council, Training of Medical Social Worker.
- Jan - Propagate and development of Social Work concern of service ratings.
- Mar. - In-service Training Program for year of 1951. Any other program will be held occasionally in accordance with necessity. Also previous arrangement are prepared for enforcement of observation visits to the model prefecture.

B. Organization.

(1) Establishment of In-service Training Unit. Each Section shall establish the In-service Training Unit concerning to the Section Staffs and Welfare Administration. The following organization and etc will be plan for the In-service Training Unit which will be execution or under supervision.

(2) Determine the " Staff member in charge of the supervisory authority " concerning staff from the Welfare Section under the District Office and undertake the guidance of the concern program.

C. Strict enforcement of Staff Meeting.

PUBLIC ASSISTANCE.

- (1) Section Chief Meeting of Welfare Department.
 (a) Object - Department Chief, Each Section Chief, Supervisory Authority of In-service Training.
 (b) Method - Conference and Debate.
 (c) Respon. - Department Chief.
 (d) Contents- 1. Instruction connecting items.
 2. In-service Training Program.
 3. Exchange of information.
 (e) Purpose - Adjustment of connections.
 (f) Time-Place--Every Monday morning two hours at the Room of Dept Chief.
- (2) Meeting of Staff Member charge In-service Training Unit.
 (a) Object - Each Section staff who charge the In-service Training Unit.
 (b) Method - Lecture, Conference, Debate.
 (c) Respon. - Each member take place once.
 (d) Contents- 1. Supervision.
 2. Case Work.
 3. Report of research problem.
 4. Exchange of information.
 (e) Purpose - Development of supervision ability.
 (f) Time-Place--Every Saturday Afternoon two hours at the Room of Dept Chief.
- (3) Section Staffs Meeting.
 (a) Object - Section Chief and all Staffs.
 (b) Method - Notice(Instruction), Lecture, Conference, Debate.
 (c) Respon. - Section Chief.
 (d) Contents- Mutual research announcement and discussion for practice constantly to the specific skill by each section.
 (e) Purpose - Development of Section Staff temperament.
 (f) Time-Place--Every month first week of Tuesday all morning at each section.
- (4) Welfare Department, General Affair Section Chief Meeting of District Office and City.
 (a) Object - Welfare Dept Chief, Each Section Chief, Cities and District Office Welfare Section Chief.
 (b) Method - Instruction and Conference.
 (c) Respon. - Each Section Chief take charge once.
 (d) Contents- 1. Instruction connecting items.
 2. Supervision.
 3. Case Work.
 4. Exchange of information.

- (e) Purpose - Development of Supervision ability.
 (f) Time-Place--A day once every month at Room of Dept Chief.
- (5) City Welfare Section Concern Staff Meeting.
 (a) Object - Dept Chief, Welfare Section Chief, Child Welfare Section Chief and City Section Chief.
 (b) Method - Instruction and Conference.
 (c) Respon. - Each Section chief will charge once.
 (d) Contents- 1. Instruction connecting items.
 2. Supervision.
 3. Case Work.
 4. Exchange of information.
 (e) Purpose - Development of supervision ability.
 (f) Time-Place--A day once monthly by three City with taking turns.
- (6) Cities, Towns and Villages Connection Council as Staff Member charge of Welfare Administration.
 (a) Object - Cities Branch Office Staffs.
 Towns and Villages Welfare Chief.
 (b) Method - Instruction, Lecture, Conference.
 (c) Respon. - City Welfare Section Chief.
 District Office, General Affair Section Chief.
 (d) Contents- 1. Instruction connecting items.
 2. Research of concretely illustration.
 3. Exchange of information.
 (e) Purpose - Thoroughness of instruction connecting items, promotion of duties efficiency.
 (f) Time-Place-- A day once monthly at city hall or District Office.
- (7) Minsei Jyomu Iin Council
 (a) Object - Minsei-Iin (Jyomu)
 (b) Method - Instruction, Lecture, Conference.
 (c) Respon. - City Welfare Section Chief, District Office
 General Affair Section Chief.
 (d) Contents- 1. Instruction connecting items.
 2. Announce of case work illustration.
 (e) Purpose - Cultivation of Volunteer spirit.
 (f) Time-Place-- A day once monthly at city hall or District Office.
- (8) Child Welfare Concerning Official Meeting.
 (a) Object - Child Welfare Section Chief, Director of Child Welfare Center, Volunteer (Fukushi-shi) Official authority charge the In-service Training Unit.
 (b) Method - Instruction and debate.
 (c) Respon.- Child Welfare Section Chief.
 (d) Contents--1. Instruction, connecting ~~with~~ items.
 2. Case Work
 3. Group Work
 (e) Purpose - Development of Social Welfare Work Skill
 (f) Time-Place.--Twice monthly all morning at Consultation Center.

- (9) Child Welfare Official Meeting.
- (a) Object - Child Welfare Section Chief and Jido Fukushima.
 - (b) Method - Debate and announce of research.
 - (c) Respon. - Child Welfare Section Chief.
 - (d) Content- 1. Case Work, 2. Group Work.
 - (e) Purpose - Development of Case Work ability.
 - (f) Time-Place--Once a week at Child Welfare Section.
- (10) Livelihood Consultation Work Non-Official Meeting.
- (a) Object - Welfare Dept Chief, Welfare Section Chief. Non-Official(Staff) of Liv. Consultation.
 - (b) Method - Instruction, Lecture, Conference.
 - (c) Respon. - Welfare Section Chief.
 - (d) Contents- 1. Instruction connecting items.
2. Case Work.
3. Announce of research.
 - (e) Purpose - Development of case work ability.
 - (f) Time-Place--A day once monthly at Dept Chief Office.

SOCIAL WELFARE WORK INSTITUTION.

- (1) Aged Institution Connecting Council.
- (a) Object - Welfare Section Chief, Staff charge of the Institution, and In-service Training, Representative of Aged Institution.
 - (b) Method - Instruction, Lecture, Conference.
 - (c) Respon. - Welfare Section Chief.
 - (d) Contents- 1. Instruction connecting items.
2. Case of inmates.
3. Management of Institution.
 - (e) Purpose - Promotion of duties efficiency.
 - (f) Time-Place-- a day once monthly at each Institution as take turns.
- (2) Child Welfare Institution Connecting Council.
- (a) Object - Child Welfare Section Chief, Representative of Child Welfare Institution, Director of Child Welfare Center, Trainer.
 - (b) Method - Same as above.
 - (c) Respon. - Child Welfare Section Chief.
 - (d) Contents- Same as above.
 - (e) Purpose - " " "
 - (f) Time-Place- " " "

OTHERS.

- (1) National Minsei-(Jido)in Grand Meeting.
- (a) Object - Representative of National Minsei(Jido)-In.
 - (b) Method - Conference, Lecture, Inspection.
 - (c) Respon. - Welfare Dept Chief, Prefectural Minsei-In Federation Director.
 - (d) Contents- General Meeting, Section Meeting, Lecture.
 - (e) Purpose - Development of Minsei-In spirit.
 - (f) Time-Place--April 22nd and 23rd and 24th. at Kanazawa City.

- (2) Ishikawa Prefecture Minsei-(Jido)Iin Grand Meeting.
 (a) Object - Minsei-(Jido)Iin of Ishikawa Prefecture
 (b) Method - Same as paragraph 1.
 (c) Respon. - " " " "
 (d) Contents- " " " "
 (e) Purpose - " " " "
 (f) Time-Place-- Opened at the same time of National Grand Meeting.

D. Documentary Training

- (1) Guide of duties.
 Establish the hand-book concern to the skill of the Social Welfare Work and to thoroughness the Section Staffs and the following organization.
 (2) Guidance by Notice and Instruction.
 Enforce occasionally in accordance with necessity.
 (3) Utilization of Monthly Reports of Ishikawa Prefecture's Social Welfare Work .
 Describe the Inservice Training materials on the paper and promote the guidance of Towns and Villages Welfare Staffs and Minsei-Iin (Jido)

E. Library Training.

- (1) Shall recommend of good book concern of Social Work at ordinary time and increase the actuality of the supervision.
 (2) Enrichment of Social Welfare Work Library.
 Purchase the good books and promote in cultivation development of the Staffs in Welfare Department.

F. Guidance at actual place.

Select the unproper Towns and Villages under the Prefecture and enforce the supervision concern to the Welfare Administration in general by continuation in every three months.

G. Training Course.

- (1) Welfare Staff under Cities and Distrect Office (1st Term)
 (a) Course - (1) Social Welfare Administration.
 (2) Outline of Social Welfare Work.
 (3) Knowledge of laws.
 (4) Supervisions.
 (5) Case Work.
 (b) Lecturer- Official of Welfare Ministry, Mr. Mori,
 Assist. Professor Mr. Nakamura,
 Professor Mr. Miyashi,
 Social Work Research Center Director
 Mr. Tanigawa,
 (c) Hours -- 2 hours each pers. Two days.
 (d) Purpose - Development of Social Work acknowledgement.
 Development of supervision ability.
 (e) Time-Place-- In May 1950, First Neighbourly Hall.
 Planning to have the general affair Sec. Chief to attend the First Day Cours.

- (2) Welfare Director of Towns and Villages.
 (a) Course - (1) Outline of Social Welfare Work.
 (2) Laws acknowledgement.
 (3) Case Work.
 (b) Lecturer- General Affair Section Chief, Distrect Office
 Staff or Prefecture Welfare Official(Staff).
 (c) Hours - 7 hours ---one days
 (d) Purpose - Development of case work skill.
 (e) Time-Place-- End of May, each Distrect Office.
- (3) Minsei-Iin.
 (a) Course - (1) Duties of Minsei-Iin.
 (2) Social Welfare Work of Ishikawa Prefecture.
 (3) Case Work.
 (b) Lecturer- Same as above and leading members of Prefectural
 Minsei-Iin Federation.
 (c) Hours - 1½ hours in each course.
 (d) Purpose - Cultivation of Volunteer spirit.
 (e) Time-Place-- In each Area, at July or August,
- (4) Jido-Iin
 (a) Course - (1) Duties of Jido-Iin.
 (2) Case Work
 (3) Group Work
 (b) Lecturer- Child Welfare Staffs and leading members of
 Prefectural Minsei-Iin Federation.
 (c) Hours - Same as above.
 (d) Purpose - " " "
 (e) Time-Place -- In each Area, Date will be place later.
- (5) Welfare Staffs of Distrect Office and City Hall.
 (a) Course - (1) Improvement of rules and regulation (2nd)
 (2) Case Work.
 (b) Lecturer- Welfare Staff of Prefecture.
 Dispatch lecturers from Ministry.
 (c) Hours - 3 hours in each course.
 (d) Purpose - Promotion of duties efficiency.
 (e) Time-Place -- Social Welfare Hall in month of October.
- (6) Staffs Training Course of Social Welfare Institution.
 (a) Course - (1) Outline of Social Welfare Work.
 (2) Debate of Institution management.
 (3) Daily Life Security Law.
 (4) Case Work.
 (b) Lecturer- Welfare Staffs of Prefecture.
 (c) Hours - one hours each.
 (d) Purpose - Promotion of duties efficiency.
 (e) Time-Place -- Nanao City once.
 Kanazawa City once. (in November.)
- (7) Nurse Training Course (Day Nursery.)
 Details are prepared in Child Welfare law.
- (8) Welfare Youths Cooperative Members Training Course.
 (a) Course - (1) Outline of Social Welfare Work.
 (2) Debate of I

- (2) Welfare Work (Volunteer)
 (3) Activity of member.
 (b) Lecturer - Welfare Staff of Prefectural and leading member of Minsei-Iin Federation.
 (c) Hours - 2 hours in each course.
 (d) Purpose - Cultivation of Volunteer spirits.
 (e) Time-Place---City and District Office.
 (at December)

Other program will be held occasionally in accordance with case of necessity.

H. Organize of In-service Training Unit.

Lecturers entrusted to well-education personnel in Local and concern Public Official.

Planning Course in Monthly.

- | | |
|-----------|---|
| April | - Principle of administration or Labour administration. |
| May | - Case Work or Mental Medical Science. |
| June | - Group Work or Aged Concern Work. |
| July | - Community organization or history of Ishikawa Prefecture Social Works. |
| August | - Community policy and Social Welfare Work or special childrens problems. |
| September | - Welfare Works or Settlement Works. |
| October | - Case Work and Mental Health or Judicial Protection Works. |
| November | - Child Welfare or Community Chest. |
| December | - Population problems or Medical Social Work. |
| January | - Social Security System or Mother and Child Protection. |
| February | - Rehabilitation Works or Social Work of America. |
| March | - Debate of Insitution Management or Civil Code. |
| Total | - 12 days. |

I. Inspection.

- (1) Establishment of Social Welfare Promotion District.
One place in Cities and District.
- (2) Give opportunity of inspection to the in and out of Prefecture Model District, Model Institution or Public Organ.
- (3) Make attendance to National grand meeting.

J. Scholarship Funds.

- (1) Educational leave in National.
As a student of Tokyo or Osaka Social Work University (Regular Course)(Research Course, In-service Training Course) and dispatch the superior peronnel.
- (2) Educational leave to Foreign Country.
Prepare the "Name List of Candidate" and get recommendation process according to necessities. Both above person's selection will be charge to this organization of the Nomination Committee.

K. Connection Meeting of In-service Training Leader.

Trainer of each Prefectural In-service Training Unit under the Tokai Hokuriku Regional will call meeting in circle term by each Prefecture; and to make attempt of intersificate training faculty with execution concern of In-service Training, Connection of Duties Research Conference, Debate and exchange information under guidance of Civil Affair Concerning Officials. Also attend to the Ministry arrangement meeting.

L. Propagation and enlightenment.

Deepen the public people of understanding and cognition oppose to social welfare work; also promotion the Social Welfare Work and to promote the socialization of the Social Work.

For this method issue of Ishikawa Prefectural Social Work Monthly Report, which is a monthly news paper concerning to the Social Welfare Work. This will be free distribution to the Cities, Towns and Villages Office, Youth Welfare Cooperative gathers, Schools, Settlement Hall, Public Citizen Hall, Social Welfare Work Insitutions, Youth and Juvenile Group, Womens Associations, Cutlural group, Library Hall and etc.

5. Appraisement of result.

(1) Purpose.

For appraise the result of In-service Training Program and confirmate its effects as promote to the plan of next years enterprise bill.

(2) Object.

All member who are under trained.

(3) Method.

a. Presentation of service ratings as form as attached in separates.

b. Presentation of duty reports.

The Cities, Towns and Villages Mayor, Distrect Office Chief, Welfare Department Section Chief and other concerning Chief shall frame the reports concern to the result of duties of the yearly and submit before the April end of the following year.

S E R V I C E - R A T I N GService Rating of Social Welfare Worker.Name _____
Present duties appointed date _____

Age _____

1. Spiritual fixity.
2. Service mind appose to needy.
3. Honesty in duties.
4. Ability in the performance of duties.
5. Maintenance of objectivity.
6. Harmonious to other Staff Members.
7. Is he reliance from Distrect peoples?
8. Health condition.
9. Is he working with detail instructions?
10. Ability of case management.
11. Do he report with forgetting it?
12. Is speciality skill of Social Work increasasing?
13. Joining positively in Staff Meeting? (Group Study)
14. Any opinion as constructive?
15. Any careful thought concern in resultful use of expenses and articles?

General Review.

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Service Rating of Supervisor Staff.

Name _____,

Present duty appointed date

Age _____,

1. Mental faculties.
2. Guiding faculty.
3. Creative ability.
4. Sympathetic mind.
5. Social quality.
6. Interest.
7. Living attitude.
8. Talents of Public Speech.
9. Language.
10. Costume.
11. Common culture.
12. Specific of study

General Reviews: