

reporting on the selected training event

including a guide to be used for feedback and reporting



the requirement

- to select and participate in a training event of your choice that in some way directly contributes to developing you for the particular role and function you have in ministry.

specifics

- learning and training event is selected by you and in consultation with your supervisor
- signed off by regional trainer
- must be the length of current regional training events
- a feedback report must be completed, signed off by your supervisor, and a copy sent to your regional trainer

why

- the national training group believes that some of the best development takes place when you have direct input and involvement in the particulars of your training and the shape of your development. Based on your careful selection and anchored by your particular ministry (location, your Chapter, the group of youth you relate to, etc.) our belief is that you, in consultation with your supervisor, are in a unique position to determine what would be most beneficial for your development at this time.

how to use the feedback and report guide

1. The next page contains a template for submitting your feedback report.
2. Please copy and paste the next page (the template) into a word document – this then becomes the space where you will write and report on your event.
3. Leave the category headers – **which are numbered and in bold** – and then use as a guide the questions and instructions that are below the header to develop your response. Then delete the questions and instructions once you no longer need them leaving only your response under the bold heading.
4. The report should be double-spaced in 11 point Arial font.

Please note ... these instructions and the template on the next page are not meant to cramp your style, but rather to provide for a consistency of reporting and a convenience and simplicity for you in the process of completing the report.

reporting on the selected training & development event

the feedback and report guide

I. details

your name, your e-mail and your phone #, your position & chapter or ministry center
your supervisor, supervisors e-mail and supervisors phone #

II. the event

Provide the details on the training event ... what it was, where it was, the length of the event, were there any pre-event expectations or requirements (like pre-reading etc), why you selected this particular event to attend, what you were hoping to learn or take-away from this event, were there any unique characteristics of this event that made it especially beneficial.

III. response to the event

Describe aspects/content/practices of the event were especially enlightening, or challenging for you, when were you most engaged with what was happening, when were you least engaged with what was happening. What practical, social, cultural or theological issues emerged or were discussed that is especially pertinent to your ministry. In what ways does what you have done and learned at this event shape the work and ministry you do.

IV. possibilities

What ideas (practical, theoretical, or other) did you gain from this event. How might these ideas be adapted to your ministry context. Provide at least one (1) concrete idea that describes what you will do differently or will try as a result of being at this event and two other ideas that were interesting and /or helpful to you that you gained from this event.

V. helpful resources

In this section, provide any web sites and books or articles or even people or organizations that you would have been introduced to as a result of being at that event (it can be anything that you would describe as being helpful for what you do and could have come from a conversation over coffee with another participant just as easily as it could have come from a workshop presenter or a main presentation), and which one (1) of these resources you will actively follow-up on.

VI. last step

Please sign and date this feedback report, have your supervisor sign and date, and then send a copy of the completed signed report to your regional training director.

participant

date

supervisor

date