

Workshop Requestion and Follow-up Form

This form is to be completed by all staff prior to & after attending a workshop or training

STAFF INFORMATION:
NAME: DATE SUBMITTED: STAFF SIGNATURE:

WORKSHOP, CONFERENCE AND/OR TRAINING SESSION INFORMATION:
NAME of WORKSHOP: TOPIC of WORKSHOP: DATE of WORKSHOP: PRESENTING ORGANIZATION: COST of WORKSHOP: HOURS of WORKSHOP:
Overview of workshop and how it will contribute to your professional learning goals:
Overview of workshop and how it will contribute to your program:

TO BE COMPLETED BY THE DIRECTOR:
DATE of WORKSHOP: SHIFT to be COVERED: WORKSHOP APPROVED: DATE of APPROVAL: SIGNATURE:
COMMENTS:

Please complete the Workshop Follow-up Form after attending your workshop, conference and/or training. Take a moment to reflect on what you've learned and how it adds to your professional learning goals, will inform your practice and can be shared with others in your learning community.

Workshop Follow-Up Form

TO BE COMPLETED BY ATTENDEE AFTER WORKSHOP and/or TRAINING:
In what ways did this workshop support your professional learning goal(s)?
What 3 key concepts and/or learning opportunities will you be implementing in your program, based on this workshop/training?
1.
2.
3.
What 3 key takeaways did you learn from this workshop that you will share at our next staff meeting?
1.
2.
3.

What further learning, or follow up, would you like to do to extend what you've learned?

ADDITIONAL COMMENTS:

Please return this completed Follow-up Form no later than ONE WEEK after attending your workshop/training and attach any supporting documents that you would like to share with other staff.