

New Action Plan Resources

Southwest Region developed an Action Plan tool to promote feedback from participants on what they learned while providing valuable feedback to the trainer regarding applicability and content trained. In the near future, trainers may be seeing this tool in several RTC's. The uniqueness of this Action Plan Tool is it is printed on carbon copy paper allowing for an original of the Action Plan to be kept by the participant and the yellow copy to be kept by the RTC.

This is how the tool should be used:

1. Every person will receive the tool at the beginning of each day of the workshop.
2. Before the first break, before lunch and before the afternoon break, the trainer would take 2 or 3 minutes to prompt the participants to right down their "AHA" moments from the previous time period.
3. After the breaks and lunch, trainers are encouraged to ask participants to share their favorite "AHA" moments with the rest of the class.
4. At the end of the day, the trainer would provide 2 or 3 minutes to allow participants an opportunity to describe how they plan to use the content of the workshop in their casework. Trainers should instruct the participants to separate the copy from the original and take the original with them as they leave. The yellow copy stays with the Regional Training Center.
5. Trainers should take a few moments after the participants leave to review the comments on the Action Plan Tool making some notes about the comments to incorporate into future workshops.

The tool accomplishes two things:

1. It provides a mechanism for participants to think through the content that was just presented and while pulling out those "AHA" moments that may help them in working with their families...i.e., TRANSFER OF LEARNING.
2. It gives valuable feedback to trainers and regional training center staff on the strength and applicability of the content that was taught - hopefully allows for trainers to get some of the feedback they felt they have lost using the new evaluation forms.

If you have any questions or feedback regarding this Tool, contact your Regional Training Center.