

***Open Minds* Training Report Form**

The lead trainer should complete one report for each training. Use as much space as needed to provide detailed feedback.

Return this form to Leslie Gelders at leslie.gelders@libraries.ok.gov

Lead Trainer:

Host Program:

Name of second trainer

Date of training:

Number of attendees:

1. Type of Training:

___ Orientation

___ Part 1 **Getting Started**

___ Part 2 **Learning a Curriculum**

___ Part 3 **Customizing**

___ In-service/Continuing Education (topic) _____

2. Orientation

How was orientation provided to the tutors prior to Part 1?

3. Part 1

- a. Describe at least one success you had with Part 1.
- b. Describe any problems with the training (format, timing, etc.).
- c. Provide suggestions for improvement.

4. Part 2

- a. What core curriculum was covered?
- b. Did you use PowerPoint?

- c. Describe at least one success with Part 2.
- d. Describe any problems with the training (format, timing, etc.).
- e. Provide suggestions for improvement.

5. Part 3

- a. What tutor guide was covered (*LitStart, Teaching Adults*)?
- b. Describe at least one success with Part 3.
- c. Describe any problems with the training (format, timing, etc.).
- d. Provide suggestions for improvement.

6. In-service/Continuing Education

- a. How was the in-service topic selected?
- b. Are local tutors required to participate in annual continuing education?
- c. How many in-service attendees indicated that they learned new tutoring skills, techniques, and/or teaching strategies that would be useful in their tutoring sessions?

7. Share your ideas

List any techniques, materials, resources, etc. that you incorporated into your training that you would like to share with the other *Open Minds* trainers.

8. Additional Comments:

9. Send us tutor information

Please email us a list of your new tutors so they can be added to the literacy newsletter database. Include names, addresses, and email addresses.

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