

Key Learning Report

Please complete this form any time you attend an event, shadow another staff person, or attend a conference. New coaches will complete this weekly during their orientation. Please send a copy to your supervisor, your preceptor, the staff person your shadowed, Quint, BG and Barbara Rouillier for recording purposes.

Name:

Date:

Event Learning took Place:

Top 3 key learning's:

1.

2.

3.

Describe how you will implement the above.

What will you do more of?

What will you do less of?

Overall what went well with this experience?

Did you see any opportunities for improvement?

What do you need from your supervisor to assist in your learning or development?

What are your next steps to follow up from this experience.