

Application for staff development and training

Title of activity, event, conference or course:

Which organisation is running it? _____

Where is it taking place? _____

Date of activity, event, conference or course: / /

Reason / purpose for wanting to participate in the activity, event, conference or course:



Cost of activity, event, conference or course **£**

Amount that you are requesting for the above from Telford Mind **£**

If the activity, event, conference or course is not at Telford Mind, how will you travel to it?

By: Train Car/Motorbike Shared car Bus Other: _____ **Cost (if known) £**

Total amount needed **from Telford Mind £**

Evaluation & feedback: We ask that everyone completes an evaluation sheet after the activity, event, conference or course and gives this to the Service Development Manager. A copy of these evaluations will go up on the training board to ensure that we can share good practice.

Please tick if you think that you may be prepared to do any of the following, too:

Cascade the training - by running a workshop or by creating a self study pack

Putting together a copy of handouts or notes into a labelled folder to help build a resource library in the training room

Feeding back to a team meeting

Other? _____

Name

Date application given to Service Development Manager: / /

Office use only:

Date received:

Date processed:

Evaluation of staff development and training

Title of activity, event, conference or course:

Which organisation ran it?

Where did it take place?

Date of activity, event, conference or course: / /

How useful did you find the activity, event, conference or course?



What were the best things about it?



What could have been done better?



Would you recommend it to others?



Other thoughts?



Evaluation & feedback: A copy of this evaluation will go up on the training board to ensure that we can share good practice.

Please tick all that applies:

I am cascading the training - by running a workshop - watch out for news of this soon on this board

I'm creating a self study pack – details on the board soon

I've put together a copy of handouts or notes into a labelled folder and given the folder to the Service Development manager to help build a resource library in the training room

I will feed back information to a team meeting

Other? _____

Name

Date evaluation given to Service Development Manager: / /

Office use only:

Date evaluation received:

Actions taken: