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Mentor Training – Diocesan Coordinator’s Report Form

Coordinator Name: _____

Trainer Name: _____

Dates of Event: Beginning _____ End _____

Diocese Holding the Event: _____

Location of Event: _____

Type of Event: Foundations _____ Formation _____

Title of Formation Event: _____

Registration

Number who registered and completed the required 18 hour training commitment: _____

Number who registered and withdrew / did not complete the 18 hour commitment: _____

Were participants charged a registration fee? Yes / No

Amount: _____

Fee was collected to offset the following costs (e.g. use of facility, meals, accommodation, supplies):

Diocesan Support

Apart from the Trainer’s expenses (travel, accommodation, incidentals), did the Diocese contribute to the cost of the event? Yes / No

Amount: _____

Diocesan funds were used to offset the following costs:

Evaluation of the Event: *From your perspective as Coordinator, please give your impressions of the event, the participants, and the trainer. Were there significant items of feedback that you wish to share with EfM Canada?*

Feedback Regarding Administrative Support: *Please comment on the support. Information and materials you received from EFM-Canada staff during the planning and preparation for this event.*

Feedback Regarding the Programme: *Were there hopes, concerns, observations or suggestions identified during the course of the event that need to be brought forward? Are there aspects of the overall programme that were identified as particular strengths? as needing further development? as more problematic than not?*

Future Training Events: *Recognizing that a number of specific steps are involved in planning a training event, do you have any sense of the future training requirements in your diocese - prospective dates, locations, and types of events that will be most helpful, challenges that will need to be addressed, etc.?*

If possible, please use the email addresses below to send this report to Chris Ross, Director of Training and Robin Graves, Administrator. Hard copies can be mailed to the office address given in the letterhead above.

Chris Ross - cross@telus.net

Robin Graves - efmcanada@kootenay.info

Revised: March 2018