<table>
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<th>Tasks</th>
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| **Seminar Presentation**       | Your Department     | ☐ Present a seminar paper on the **noticeboard**  
☐ Respond to the peer feedback about your seminar paper | |
| **Conduct a Training Session** | Your choice of venue | ☐ **Training Session Plan**  
– use the given template  
– 30 minutes minimum length  
– minimum of 6 participants  
– include a group activity that breaks the group up into smaller groups  
– conduct a written assessment during the training session  
– reflect on the delivery of your session  
☐ **Organise an Assessor** to observe your training session  
☐ **Participants feedback** - circulate a feedback questionnaire | |
| **Training Conference Report** |                     | ☐ **Report on the Excellcia Lodge Training Conference** by commenting on the following:  
– Feedback on your seminar paper  
– Feedback on the training you delivered  
– The assessment you conducted as part of the training session  
– Any recommendations you make regarding the Training Conference | |
Seminar Presentation

You will be divided into a working group. Each group will present a paper on a topic from the readings on the Training Room bookshelf. Kerry Page will help you with selecting a topic and developing your paper if you contact him.

The paper you prepare should be approximately 300 words and utilise dot points for easy reading. Kerry will provide a schedule of when your paper should be posted to the noticeboard and for how long you will be required to answer any questions that follow your presentation. Take a copy of all the seminar sessions, as they will be useful in your self-evaluation and report on the Training Conference.
Training Session Plan

A template of the Training Session Plan that Excellcia Lodge is adopting is provided as a chart in Kerry Page's office. To help improve your session plan, before you conduct your training, Kerry wants you to circulate your draft in your working group, by email.

To circulate your email you need to:

- check the noticeboard for the group and email addresses
- prepare a copy on the computer using the template in the training room, then email it to the next person on the group
- remember do not forward the email to everyone, only the next person on the group list
- each person should review each session plan and add a constructive comment before forwarding it to the next email address on the list

When you receive your own email back you should have a number of comments to reflect on before conducting your training session. These comments will also help you with the closing report that evaluates the Training Conference.
It is essential for you to organise a qualified trainer to observe and assess your training session. The assessor needs to complete an assessment checklist while observing your training session. Kylie Robbins will give this checklist to you after a consultation in the Boardroom. It is expected that the assessor will also provide you with some printed and/or verbal feedback and you should record what you gain from their feedback.

Finding a person qualified to be your assessor and who also can commit themselves to your needs may take some time. DO NOT LEAVE IT TO THE LAST MINUTE. If you have problems speak to Kerry well in advance of conducting your training session. You cannot conduct your training session unsupervised.

The best person to observe and assess your training session is someone who:

- has at least 5 years industry experience in the content of your training session and
- has a training qualification or extensive training experience and
- has some experience with assessing and giving feedback.
Participant feedback is an important part of evaluating the whole training process and so it must be part of the planning when preparing for training.

The most popular way of gathering this feedback from the participants is by a questionnaire, designed to provide the trainer with useful information about a range of aspects of the training. When designing the questionnaire it is important to be clear about what aspects of the training you want feedback.

The questionnaire could gather feedback on:

- program content
- training materials and resources
- assessment task
- methods of presentation
- trainer's knowledge and skills
- facilities
- other general comments
- suggested improvements

There is a sample questionnaire in the filing cabinet in the training room if your department does not have its own.
As a presenter you have been asked to take part in the review and evaluation of the Excellcia Lodge Training Conference. Your job is to present a written report including the following:

**The Seminars**

After reading a variety of seminar papers reflect on your own practice. Identify some of the ideas you picked up that you were able to incorporate into your own training.

**Training Session**

Determine what worked well and what didn't work so well in your own training session. List these and identify any adjustments you would make to the session before you presented it again. Feedback from your participants, your assessor and comments on your session plan from other trainers will be useful when preparing this part of the report.

**Assessment**

Did the participants achieve the session outcome? Were you satisfied with the assessment tools and process? Make any suggestions for improvement to the
assessment. Remember to check what the participants said on their feedback questionnaire about the assessment.

**Peer Assessment**

The email chain activity would have provided access to, and comments on a number of training session plans. Comment on the session plans of other trainers you viewed during the conference. Describe any adjustments you made to your own training session plans as a result of this process?

**Recommendations**

Suggest any improvements to the Excellcia Lodge Training Conference for the future. Justify your recommendations with specific comments.