

# UNIVERSITY OF VENDA

(E.g. HUMAN RESOURCE DEPARTMENT)  
(SCHOOL / DEPARTMENT WHICH THE STAFF MEMBER IS BASED)

DATE: (E.g. 10 JULY 2009)  
(DATE ON WHICH THE REPORT WAS WRITTEN)

**1. TITLE OF REPORT**

E.g. Report on Mentoring and Coaching Skills Programme

**2. BACKGROUND**

Course/training/workshop, etc attended, when and where, who the provider was and which other participants were part of the course/training/workshop.

**3. LESSONS LEARNED**

Topics covered.

**4. HOW I WILL TRANSFER NEW SKILLS TO MY WORK AREA**

How will the staff member put the knowledge and skills they learned during course/training/workshop into practice.

**5. FACILITATION METHODOLOGY**

How training was conducted. For example, did the facilitator engage participants in group and individual work, group discussion, role-plays, etc?

**6. ASSESSMENT**

How learning was assessed. For example, did participants compile a portfolio of evidence, complete a workbook, role-play a scenario, write a post-test, hand in assignments, etc.

**7. LOGISTICAL ARRANGEMENTS**

Information on the arrangements for transport, accommodation and meals is indicated.

**8. HIGHLIGHTS OF THE COURSE / TRAINING/WORKSHOP**

What staff member liked most about the course/training/workshop?



**9. LOWLIGHTS OF THE COURSE / TRAINING/WORKSHOP**

What staff member did not like about course/training/workshop.

**10. RECOMMENDATIONS**

Recommendation, suggestions or general comments can be made. For example, what will be done in order to improve next time (Staff Training and Development Unit, training provided, logistical arrangements, and any other comments), as well as who else should also attend this training, etc.

**11. CONCLUSION**

Compiled by: ..... Date: .....

E.g. TV Netshituni

Recommended by: ..... Date: .....

E.g. MP Rachidi (Head: OD & Training)

