Description: Description: LW Admin:Program Production :• DOCKETS:ASIST:• development and pre-production:ASIST 11:AS11 Indesign docs:AS11_linked_imgs:AS11_Black_logo.eps**ASIST Workshop Report – Part 2**

# Submit to LivingWorks Education

**Email:** [asfeedback@livingworks.net](mailto:asfeedback@livingworks.net)

**Fax:** (403) 209-0259

**Mail**: #119, 807 – 42 Avenue SECalgary, Alberta, Canada T2G 1Y8

Complete this form in full. All trainers on the team are expected to comment and are responsible to ensure all documents are submitted at the same time. Keep a copy of the report and participant feedback forms.

Refer to the *ASIST Workshop Report Instructions – Part 1* for help completing your report. This document can be found at [www.livingworks.net](http://www.livingworks.net).

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| **About the Workshop** | | |
| Workshop Dates: | Workshop Location (City/Base and State/ Province/County and Country): | |
| # of participants who started the workshop: | | # of participants who finished the workshop: |
| If the above numbers are different please indicate what happened and what follow up was undertaken: | | |
| Sponsor: (If Military, specify branch of service) | | |

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| **ASIST 11.1 Update Released July 2018** |
| We used the 2018 version of the videos and the Update content. YES  NO   (If NO, then please plan to update as soon as possible.) |
| If YES, Please use your Trainer ID number to confirm your status as an A11.1 Updated Trainer |
| I attended T4T after 20 July 2018:  Trainer 1 ID N       Trainer 2 ID N      Trainer 3 ID N       Trainer 4 ID N |
| **Active Trainers who have updated: complete the following and your trainer file will be changed to note your update.** |
| I met the terms of agreement for use of the A11.1 Update material Trainer 1 ID N       Trainer 2 ID N      Trainer 3 ID N       Trainer 4 ID N |
| **Your comments about ASIST 11.1 Update**  What worked or didn’t work? What was clear or not clear? If you have a content question, please use the “ASK A QUESTION” link in the member area to allow us to answer your question promptly. |

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| **About the Trainers** (All trainers complete the following) | | | | | |
| ID # | Trainer Name | # of workshops | Is this a milestone workshop? (e.g. first, registered, master) | If applicable, please indicate if you have met the requirements for registration/master status | Role in workshop reactivating/observing /mentoring/consulting |
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**\* Registered Trainers** must facilitate all **workgroup** tasks (2.1 to 3.10 and 4.9) on their own and complete at   
least 3 workshops.

**Master Trainers** must deliver and master all **workshop** tasks and complete at least 10 workshops.

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| **About your workshop debriefing** |
| Note: This section is intended to support your debriefing process. Use these or other questions to guide your conversation, to help you complete your report, and to contribute to your learning portfolio. All trainers are expected to debrief at the end of every workshop, however **your comments do not need to be noted in this Workshop Report. You might make notes in your Learning Portfolio available on the website.**   * Talk about the way each of you demonstrated a fundamental belief about ASIST or about suicide. *(See the Essential Understanding chapter.)* * Talk about the training processes you did well and the ones you want to improve. * Discuss the ways you were impacted by the participants. * Talk about the turning points that happened for you over these two days. * What did you learn from your participants? * How did you respond to challenges from participants? * Did you and/or the team take any decisions either to do or not do something that you now regret? * Talk about teamwork, what was your contribution? * How will you contribute more to teamwork in your next workshop? * Are you proud of your contribution to participants’ learning? * Provide each team member some positive feedback about his or her competency as a trainer. (Use the ASIST Trainer competencies)   **Each trainer is asked to indicate their participation in a team debriefing and preparation of this report by their initial and ID number:** |
| **About your workshop delivery** Each trainer is required to comment on this report |
| **What were some highlights/challenges?** |
| **Note any issues that emerged from participants:** (e.g. intervention, bereavement, disruption)  What was done and by whom? Who followed up with the person? |
| **Team and Trainer Learning Goals:**  The overarching Team learning goal in this workshop was:    The learning goal of each trainer was: |
| Your comments and questions are always welcome. *(If this is a time sensitive question you can also submit it by email)* |

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| **About Quality Assurance** To allow the trainer support readers to offer your team the most appropriate support and feedback, please indicate your attention to standard, or comment as needed, on each of the following. |
| **The workshop was delivered over 2 consecutive days within the standard timeframe:** . YES  NO |
| If not delivered to standard or adjustments were made, please describe the circumstances: |
| **All trainers were present for the entire workshop:** . YES  NO |
| If not, please describe the circumstances: |
| **All workshop tasks were delivered within standard procedures and timeframes:** . YES  NO |
| Notes and comments about any adjustments: |

The next section asks for the name of the trainer next to the specific tasks delivered in whole group and in workgroup.

If you shared a workgroup, it is expected you have read and employed the *Shared Workgroup Guide,* which is available on your USB/DVD and in your member area. The division of shared tasks between trainers needs to be clear and within the standards in the Guide.

There are several examples of Workshop reports in your member area for your reference.

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| **Trainer Tasks** (Use this page to clearly indicate who performed each task. This information will help you keep track of your progress from Provisional to Master and beyond. | | | | |
| **Day 1** | | | | |
| **Whole group Tasks** | | | | |
|  | Trainer |  |  |  |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 1.3 |  |  |  |  |
| 1.4 |  |  |  |  |
| 1.5 |  |  |  |  |
| 1.6 |  |  |  |  |
| **Workgroup Tasks** | | | | |
| **Note these tasks must be delivered in workgroups of 8 to 15 participants.** | | | | |
| **Workgroup Tasks** | **Workgroup 1** | **Workgroup 2** | **Workgroup 3** | **Workgroup 4** |
| 2.1 Preparation Task |  |  |  |  |
| 2.2 |  |  |  |  |
| 2.3 |  |  |  |  |
| 2.4 |  |  |  |  |
| 3.1 |  |  |  |  |
| 3.2 |  |  |  |  |
| 3.3 |  |  |  |  |
| 3.4 |  |  |  |  |
| 3.5 |  |  |  |  |
| 3.6 |  |  |  |  |
| 3.7 |  |  |  |  |
| 3.8 |  |  |  |  |
| 3.9 |  |  |  |  |
| 3.10 |  |  |  |  |

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| **Day 2** | | | | |
| **Whole group Tasks** | | | | |
|  | Trainer | Trainer |  |  |
| 4.1 |  |  |  |  |
| 4.2 |  |  |  |  |
| 4.3 |  |  |  |  |
| 4.4 |  |  |  |  |
| 4.5 | Facilitating Trainer: | Speaking Trainer: |  |  |
| 4.6 | Facilitating Trainer: | Bridge Trainer: |  |  |
| 4.7 |  |  |  |  |
| 4.8 |  |  |  |  |
| **Whole group Tasks** | | | | |
| **Note these tasks must be delivered in workgroups of 8 to 15 participants.** | | | | |
|  | **Workgroup 1** | **Workgroup 2** | **Workgroup 3** | **Workgroup 4** |
|  | Trainer | Trainer | Trainer | Trainer |
| 4.9 |  |  |  |  |
| **Whole group Tasks** | | | | |
|  | Trainer | Trainer |  |  |
| 5.1 |  |  |  |  |
| 5.2 | Facilitating Trainer: | Speaking Trainer: |  |  |
| 5.3 | Facilitating Trainer: | Representing Trainer: |  |  |
| 5.4 |  |  |  |  |

# Submit Report to LivingWorks Education

Submit your workshop report and participant feedback at the same time using the same method. The following are methods for submitting your workshop information:

**Email:** [asfeedback@livingworks.net](mailto:asfeedback@livingworks.net)

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