

W-2 Training Debrief Form

Class: W-2 CM and the SSI/SSDI Process Location: Milwaukee

Dates: 10/26/2018-10/26/2018 Trainers: Sally # of Learners: 18

Items to Address:

Issue (Content, Method, Question, Individual, Environment)	Consequences (Impact on class)	Recommendations (Possible next steps, Resolutions)
Two staff from XX agency left at 3:30 due to child care issues and alternative work schedule.	Those learners were unable to complete the course and it disrupted the rest of the class.	A conversation with the agency's ATL would be beneficial. It would be helpful to discuss how PTT and the agency can work together on scheduling concerns and PTT and agency expectations for completing the entire course.

New Things Tried:

New Thing (Activity, Question, Set-up)	Result (What happened, Observations)	Recommendations (Possible next steps, Additions)
Ended the course with the LEARN activity.	This activity took about 20 minutes, which I had planned for. This meant I adjusted the suggested timing on other parts of the class. This was really well received. It allowed everyone an opportunity to provide some type of feedback related to the LEARN acronym. I noticed that the section of the course mentioned the most, in various capacities, was the section on Using Employment Search as an Advocacy Tool. There appeared to still be some questions and uncertainty about how this was done. Learners seem to want more information.	I would recommend using the LEARN activity if the trainer wants. The trainer would need to be aware of timing and plan for that. However, as a secondary observation from using this activity, we may want to revisit the Employment Search as an Advocacy Tool section to see if it can be revamped or enhanced in any way.