W-2 Training Debrief Form – Instructions

Expectations:

- Complete the form when:
  - o There was an issue in the classroom (individual, environment, etc.).
  - o There is an issue with the material (incorrect, out-of-date, etc.).
  - o When something new was introduced (activity, question, set-up, etc.).
- Complete the form within one week of class, or prior to next class offering (whichever comes first).
- Email the completed form to the entire W-2 training team.
  - o Each trainer is responsible for reviewing the debrief.
  - o Sally saves the completed form to the S:drive.
    - S:…Curriculum/W2/CurriculumFolder/CourseName/Admin/CourseName_TrainingDebrief_TrainingLocation_MMDDYY(training date).
    - For example: S:...Curriculum/W2/EnhancedCaseManagement/SSI_SSDI_Process/Admin/SSI_SSDI_Process_TrainingDebrief_Milwaukee_102618.
- The W-2 Leads Team reviews all recommendations and provides follow-up to the trainers and curriculum Project Lead.
- Specific questions or further discussion involving the whole team, will be addressed at a W-2 Staff Meeting during the Training Debrief.
- A copy of the debrief form is on the Trainer’s Resource Page.