

From Cooperative Learning Strategies to Quality Continuing Care Workplaces: Tracking Sheet

Circle Operation

Please provide the following information about today's Learning Circle:

Topic:	# Attendees:	Date :				
Key Activities:	# Absent:	Time:				
Materials:						
Facilitator:	Location:					
Learning Circle Team Change:						
1. Please describe any scheduling concerns related to this meeting:						
2. Please describe any coverage issues related to participants' attendance at this meeting:						
3. Please rate the extent of management support you received to run the Learning Circle meeting today:						
Comments?	No support 1	2	3	4	A great deal of support 5	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use of Your Group Process Skills Today

Select the number that best reflects how satisfied you were today with your use of group process skills while facilitating this Learning Circle meeting. If you did not use the skill, indicate *Not Applicable (NA)*.

Group Process Skill	Very dissatisfied 1	2	3	4	Very satisfied 5	NA
1. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communication, clarification & summarization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sensitivity to individual & group learning needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Promoting group cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Promoting trust & confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Encouraging full participation, collaboration & shared responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What group process skill worked particularly well for you today? Why was it so successful?



Participants' Experiential Learning Today

Based on your observation of the Learning Circle today, select the number that best reflects the extent to which participants used the following experiential learning skills; if they did not use the skill, indicate *Not Applicable (NA)*.

Experiential Learning Skill	Not at all 1	2	3	4	A great deal 5	NA
1. Focusing on experience so far	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exploring underlying assumptions, values, and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Using reflection to develop new understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Drawing conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Developing plans to experiment with new skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Providing feedback on how experimentation has unfolded in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary Notes:

Reflections: *(What energized you the most? What needs more work?)*

Please rate the overall effectiveness of today's Learning Circle:

Final thoughts?

Not effective at all 1	2	3	4	Very effective 5	NA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you very much!

