

STAFF DEVELOPMENT REPORT FORM

Please fill out form and return to Wendy Gill upon completion of the event.

Name of staff member: _____

Name of conference, seminar, or event: _____

Theme of conference: _____

Date(s) of attendance: _____

SCR contact hours: _____

Maximum contact hours awarded for conferences or professional meetings:

- 4+ days = 30 hours*
- 3 days = 20 hours*
- 2 days = 10 hours*
- 1 day = 6 hours*
- Less than whole day: 1 hour for every hour of session*

1. What major points were covered?

2. What new things did you learn?

3. As a result of what you have learned, in what ways do you feel you would like to modify the content you cover and/or your teaching/administrating style?

4. Are there things you would like to share with colleagues? What?