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| 1. **NAME** of the resource / tool
 | Conference Reflections |
| 1. **WHAT** is the purpose of the resource / tool?
 | This is a tool to help conference participants capture their reflections after attending each workshop. The tools ask for key questions to help participants recall and share relevant information with community members. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | CSSP Capacity Builders developed this tool and adapted it for specific conferences. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. All participants receive a reflection sheet when they arrive to the conference and are asked to complete it after attending workshops / presentations.
2. This worksheet can be used as a template and adapted for a variety of events – including workshops, seminar, peer to peer exchanges, etc.
3. Ideally, the tool is reviewed with participants just prior to the event vs. placing it a registration packet without explanation.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Attending conferences is a good way to build knowledge and get information, but those attending need to intentionally think through what they want to bring back to their communities and why. Reflection tools help participants capture general impressions, make connections between learnings and their own work, and highlight information they want to share. Reflection is also an effective way to identify what works and lessons learns to support continuous improvement. |