

Application Conversation

Training Participant Guideline

“The single biggest problem in communication is the illusion that it has taken place.”

- George Bernard Shaw

The Application Conversation is time that you and your supervisor (or equivalent) set aside to talk about how you are going to apply the concepts discussed in training to your daily routine. This form may be used as a guide to steer you toward holding a productive conversation but don't limit yourself to what is on this page. You and your supervisor have both set aside valuable time to hold this conversation. *Use it as an opportunity to communicate what you want to do differently as a result of the training and how your supervisor can support you.*

Questions to consider for your Application Conversation:

- Which training class will you discuss during your conversation and why were you interested in this specific topic?
- Did the training help you work through or understand the topic better? How?
- Think of the content discussed in the training class. What stood out to you as something you most want to apply? Be specific.
- How can you apply this concept? Does it require doing something differently or changing something in your workplace?
- Is the concept that you want to apply something that may affect other people in your office?
- What barriers might you anticipate when trying to apply this concept? How can your supervisor help you remove those barriers?
- What specifically can your supervisor do to support you?
- Do you need to set a follow-up date with your supervisor to discuss your progress?

If you have any questions or want to discuss the Application Conversation, please call Molly McAllister at ext. 0106.