
Final Reporting Day

PRESENTER'S NOTES

ILTLP Final Reporting Day

This session should be held after participants have completed their projects.

Participants should have submitted a draft version of the investigation report at least two weeks before the Final Reporting Day to the state/territory Implementation Team, through the Key Contact, as requested in Recall Day 2. Based on the drafts of the investigations, the Implementation Team organises the membership of groups for parallel sessions for reporting.

Overview

This session involves participants presenting their work. The organisation will depend on the number of participants. To enable as many people as possible to present their work, this session is envisaged as a one-day conference with a number of presentations running in parallel. Model 1 would work well for groups with up to 40 participants. For more than 40 participants, Model 2 is probably more appropriate.

Suggested Model 1

9.00	Introduction
9.30	Presenting reports 1 (parallel sessions with 5 reports each)
10.45	Break
11.15	Presenting reports 2 (parallel sessions with 5 reports each)
12.30	Lunch
13.15	Identifying key learnings
13.40	Evaluation
14.00	End

Suggested Model 2

9.00	Introduction
9.30	Presenting reports 1 (parallel sessions with 5 reports each)
10.45	Break
11.15	Presenting reports 2 (parallel sessions with 5 reports each)
12.30	Lunch
13.15	Presenting reports 3 (parallel sessions with 5 reports each)
14.30	Identifying key learnings
15:00	Evaluation
15:20	End

Objective

Presentation and commentary on individual projects.

Roles and Responsibilities

The role of the ILTLP evaluator and the data collection processes for evaluation purposes will be explained to the group. If the evaluator is present, he will speak to the group, and participate throughout the day.

Facilitators co-ordinate the organisation of parallel and whole group sessions (with pre-arranged groupings); presentation of reports (including PPT presentations where provided); the collection of evaluation data; and re-iterate the reporting process for participants. Facilitators explain the mechanisms for show-casing the materials on the website once received by the ILTLP project team. Electronic copies of all participants' reports need to be forwarded to the ILTLP Project Team.

Final Reporting Day

Overview

This session involves participants presenting their work. The organisation will depend on the number of participants. To enable as many people as possible to present their work, this session is envisaged as a one-day conference with a number of presentations running in parallel. Model 1 would work well for groups with up to 40 participants. For more than 40 participants, Model 2 is probably more appropriate.

Suggested Model 1		Suggested Model 2	
9.00	Introduction	9.00	Introduction
9.30	Presenting reports 1 (parallel sessions with 5 reports each)	9.30	Presenting reports 1 (parallel sessions with 5 reports each)
10.45	Break	10.45	Break
11.15	Presenting reports 2 (parallel sessions with 5 reports each)	11.15	Presenting reports 2 (parallel sessions with 5 reports each)
12.30	Lunch	12.30	Lunch
1.15	Identifying key learnings	1.15	Presenting reports 3 (parallel sessions with 5 reports each)
1.40	Evaluation	2.30	Identifying key learnings
2.00	End	3:00	Evaluation
		3:20	End

Objective

Presentation and commentary on individual projects.

Evaluation

The role of the ILTLP evaluator and the data collection processes for evaluation purposes will be explained to the group.

Materials developed by participants

Reports developed by participants should be forwarded to the state/territory Key Contact, electronically, in the format described in Recall Day 1 and supported through Recall Day 2. A selection of materials will be show-cased on the ILTLP project website.

PRESENTER'S NOTES

Key Focus: Introduction

Presenters should use this time to make sure that participants are aware of the practicalities of the day's organisation.

Key Focus: Presenting reports

A Final Reporting Day Presentation Timetable, prepared in advance by the Implementation Team and Facilitators, will guide participants in presenting their reports.

Final Reporting Day

Key Focus: Introduction

<i>Interaction/ task / questions</i>	<i>Supporting resources</i>
<p>Facilitator presentation</p> <p>Whole group</p> <p>Introduction to the day</p> <ul style="list-style-type: none">• Outlining the day• Fore-shadowing the project evaluation in the context of AGQTP. <p>Anticipated time: 20 minutes</p>	<p>PowerPoint presentation (if used)</p>

Key Focus: Presenting reports

<p>Reporting Day Task</p> <p>Each participant will give a 10-15 minute presentation on their project.</p> <p>Anticipated time: variable depending on number of presenters and parallel sessions</p>	<p>Presentation timetable</p>
--	-------------------------------

PRESENTER'S NOTES

Evaluation task

Facilitators should allow 20 minutes at the end of the day for participants to complete the evaluation process.

The evaluation feedback will be supplied to facilitators. Facilitators are asked to distribute and collect the evaluations, and forward to Jim Dellit at the ILTLP office.

Final Reporting Day

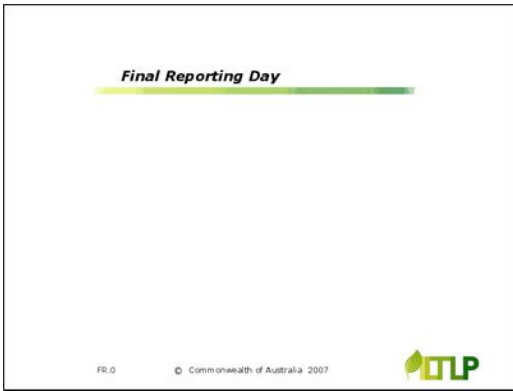
Key Focus: Identifying key learnings

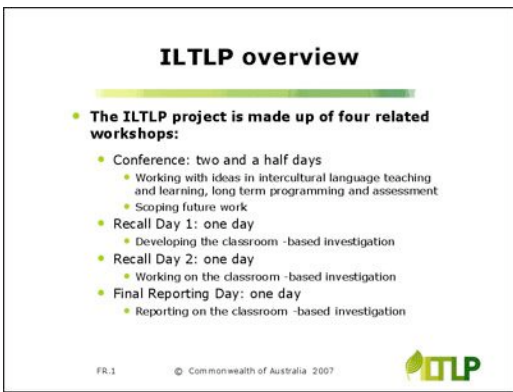
<p>Small group task</p> <p>Participants work in groups to identify 3-4 key learnings or ways in which their practice has been changed as a result of their involvement in the project.</p> <p>Anticipated time 20 minutes</p>	<p>Post-it notes/paper</p>
<p>Large group task</p> <p>Groups report back on key learnings. Facilitator records learnings and changes in practice on the white board.</p> <p>Anticipated time 20 minutes</p>	<p>White board</p>

Key Focus: Evaluation

<p>Evaluation task</p> <p>Anticipated time 20 minutes</p>	<p>Evaluation handout (to be given out on the day)</p>
--	--

PowerPoint slides





Slide 1: _____



Slide 2: _____

Final Reporting Day