

ReflectReportRefine

Reflect, Report, Refine

As a language technology consultant, your workshops help people learn new tools and methods. But your own learning doesn't stop when the workshop ends. To grow as a trainer, you need to **reflect, report, and refine**. These three steps make every workshop better than the last.

1. Reflect - Look Back and Learn

After each workshop, take time to think about what happened.

Ask yourself:

- What worked well?
- What didn't go as planned?
- How did participants respond to the activities?

Reflection helps you understand not only what the participants learned, but also what *you* learned as a trainer. Maybe the instructions were too fast, or a demo took longer than expected. Honest reflection helps you see these details clearly.

You can write your reflections in a notebook or in the *Workshop Report Form*. Reflection doesn't need to be long — just enough to capture the key lessons before you forget them.

2. Report - Capture What Happened

The next step is to **report**. Use the official Workshop Report Form^[1] to record what happened during your workshop.

In your report:

- Summarize what you taught and who attended.
- Describe what went well and what challenges came up.
- Note any technical issues or questions you couldn't answer right away.
- Record suggestions from participants.

This report is valuable for two reasons. First, it helps you remember important details for next time. Second, it shares information with your colleagues, so they can learn from your experience too.

3. Refine - Make It Better Next Time

Finally, use your reflection and report to **refine** your next workshop.

Maybe you'll:

- Add a short demonstration before a complex activity.
- Change the order of sessions for a better flow.
- Create a clearer handout or troubleshooting sheet.

Small improvements add up over time. Every refinement makes your teaching smoother and more effective.

In Summary

Reflect to learn.

Report to record and share.

Refine to improve.

When you make these three steps part of your habit, you grow as a consultant and help every workshop serve participants better. Continuous improvement isn't about perfection — it's about learning from experience and moving forward with purpose.

^[1] https://docs.google.com/document/d/1b9H_NWu3nwDTDMRRrQUouPCQ41c-hQAf/edit