

Guidance for Completing Talking Points Workshop/Session Review Report Form

This form should be negotiated with the individual member. Workshop Leaders should be specific to the member's placement in their workshop. Keyworkers should consider the member's day placement at Garvald Edinburgh as a whole and should seek input from all staff working with the individual (e.g. 1:1 Workers, Health professionals etc.). 1:1 Workers should only complete a separate form if they feel that it would provide extra evidence or information that would not be covered by the Workshop Leader or Keyworker's report.

The questions in this guidance are prompts to encourage a creative dialogue between the staff member and the individual so that the focus is on their strengths, interests, needs, and desired outcomes; in every section, feedback from the staff member is essential and should be incorporated in to the report. It is not necessary to 'answer' every bullet point – the questions should encourage the staff and member to consider, discuss and evidence how the sessions have been going and how they are to progress.

Section 1: How is doing in the workshop/session?

- How does the member feel about the workshop/session?
- What makes them feel happy or unhappy?
- What makes them feel fulfilled?
- Who do they communicate with?
- Are there any health, personal, or accessibility issues?
- In what ways do they have their say?

Section 2: What long term aims/outcomes did want to achieve this year? (This section is looking back at the year that has just passed)

- What made them feel more confident or independent?
- What skills did they want to learn or improve?
- What meaningful activities were they engaged in?
- In what ways did they work with others?

Section 3: How did work towards these aims? (This section is also looking back at the year that has just passed)

- What support/materials/equipment was provided?
- What were the processes used?
- Was anything produced? (Photos, timetables, drawings, etc are welcome but should be included on a separate sheet to the review report form)

- How were the principles of Social Therapy used to support the individual?

Section 4: Action Plan (This section is looking forward to the year ahead)

Long Term Aims/Outcomes:

- What would make them feel more confident or independent?
- What skills do they want to learn or improve?
- What activities would they like to be doing and how can this progress?

How can the long term aims/outcomes be achieved?

- Can the long term aims/outcomes be broken down in a way that would make them achievable? E.g. practicing a new skill on a weekly basis, producing an agreed item by a certain date, involvement in Borders College, exhibitions, events etc.
- How can the principles of Social Therapy assist in this process?
- The points in this section should be as specific as possible, indicating times, dates, and who will support the action
- It is important that this section is negotiated and agreed between the member and staff member so that realistic and achievable goals are set.