Department Evaluation Outline

The Purpose
The purpose of the Department Evaluation is to catalyze the learning process by debriefing the learning accomplishments made over the past few months. This goes beyond doing the activities for the sake of the activity. It brings the learning full-circle.

The Setting
Department Evaluations work best in a dining hall around tables. Many evaluations can happen at the same time depending on the number of Reviewing Staff members available to facilitate the evaluations.

The Participants
The participants involved should include a conference-appointed Reviewer, a TLT, and Mentor.

The Step-by-Step Process
1. Greeting & Prayer – Ask for God's guidance for the TLT and Mentor as they work together in learning His will for their lives.

2. On the TLT Personal Record Chart, confirm with the TLT that their personal information is correct. If not, then make the corrections.

3. On the TLT Personal Record Chart, review Operations where the "Date of Instruction" is filled in but the "Date of Completion" is not, nor signed off. These need to be reviewed.

4. In the TLT's Portfolio, review the Operation Tasks pages that need reviewed. Choose a few of the required activities that seem important to you and discuss them with the TLT.

5. When all the required items are completed, at the bottom of the Operations Tasks page check the "Approval for advance" box. Sign and date the page.

6. On the TLT Personal Record Chart, fill in the "Date of completion" and sign as the Reviewing Staff along with the TLT Mentor approval for completing the operation.

7. Ask the TLT or Mentor if they have any questions.

8. Pray – Invite the TLT or Mentor if they would like to pray.

Completing the Records
When the Interview is complete the Reviewer must return the TLT Personal Record Chart to the Conference TLT Council member responsible for records.