

# Debrief Discussion Notes

## HISD Professional Development Workshops for Non-Instructional Staff

This template is a tool for structuring conversation between a manager and team member about a professional development course the team member recently attended. **Tip!** Use these notes to support the mid-year and annual performance appraisal review.

Team Member	
Course Title	
Course Date	
Key Takeaways and Useful Resources	
How is the workshop relevant to our team's work?	
How do you plan to implement the knowledge & skills you've gained from the workshop?	
Next Steps	