**A. K. RICE INSTITUTE**

**for the Study of Social Systems**

January 2022

**Training and Certification Program**

**CONFERENCE DIRECTOR’S REPORT**

Dear Conference Director,

Thank you for including Consultant Candidates on your conference staff. Mentored staff work is a major part of their learning and development.

For the Candidates to use this experience in their advancement, the Director needs to do two things.

1. **In-Conference Mentorship**

This involves creating formal in-conference mentoring to help the Candidates process and learn from their experiences. This involves choosing an experienced staff member to fulfil this role and designating times for the two of them to talk.

1. **Post-conference Report**

Either the Director, the in-conference mentor, or another staff member designated by the Director, provides a report about Candidates’ conference work within 60 days. This plays an important role in determining whether Candidates are ready for full certification.

 Please offer your perspective about the Candidates’:

* Ability to take up the consultative stance by attending to the group dynamics in various here-and-now settings.
* Awareness of how larger social dynamics are reflected in conference dynamics.
* Capacity to collaborate effectively with other staff members.

What has been most helpful to both the Candidates and Committee is when the report includes:

* Detailed observations with specific examples illustrating your assessment.
* Input from other staff members who have direct experience of the Candidates from events in which you didn’t participate.
* Examples from your individual meetings.

We strongly **discourage** asking Candidates to write the report which is then submitted over your name/signature.

* Asking Candidates to draft the report puts them in an untenable position since they will be asked to write about their experiences separately. What we are looking for in this report is your thoughts, not those of the Candidates.

Please use the form below.

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Please forward your observations to both akritc@yahoo.com and the Candidate.

Thank you again for supporting the learning and development process.

**CONSULTANT CANDIDATE:**

**CONFERENCE DIRECTOR:**

**CONFERENCE TRAINING MENTOR:**

**PERSON COMPLETING REPORT:**

**DATES OF CONFERENCE:**