



Coordinator-Participant Meeting Form

Meeting: Post-Orientation Meeting
Type of Meeting: Individual or Group
When: August-September

Purposes of this meeting:

1. To review and discuss the participant's Orientation **experience** in Chicago
 - a. What were the participant's experiences? You may, for example, want to ask about:
 - i. Feelings
 - ii. Learning/insights
 - iii. Questions/concerns/frustrations
 - iv. Relationships formed
 - v. Other
 - b. What does s/he need to be more prepared for the next 18 months of the Program?
2. To discuss the relationship between the participant and coordinator, including the support the coordinator will be for:
 - a. Monthly meetings (individual and group) that need to be scheduled. See suggested schedule of meetings.
 - b. Deciding up a retreat option
 - c. Deciding on an immersion option
 - d. Integration of a past retreat experience or immersion trip into their experience (as appropriate)
 - e. The mission project
3. To **reflect** upon the implications of the colleague's participation in the ICP and the impact it may have on their work at the institution. Some colleagues may be wondering: Why was I chosen? What will be expected of me during and (more importantly) after the program?
4. To discuss the participant's completion of the **Program Completion Plan**, a form asking participants to provide their best guess at how they will complete the components of the program (e.g. when will they go on immersion? How will they engage the Exercises).

Follow Up with Executive Director:

Please notify the Executive Director via e-mail once you have had the meetings and make note of any concerns/questions that need to be addressed.

It would also be helpful to hear any suggestions you have to improve the ICP and/or future Orientation Experiences.

Note: A copy of the Orientation Schedule is included in the following pages for reference purposes.