### **Guide**

|  |  |  |
| --- | --- | --- |
| Name | Tel. | email |
|  |  |  |

### **Group** ([Go to the online registration form](https://legacy17.org/innertopia-feedback/))

|  |  |  |
| --- | --- | --- |
| Group ID | Name of group | Registration date with Legacy17 (yyyy-mm-dd) |
|  |  |  |

### **Group details**

|  |  |  |
| --- | --- | --- |
| Starting date | Host organisation | Place |
|  |  |  |

### **Group members**

|  |  |  |
| --- | --- | --- |
| Name | Tel. | email |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | *Right click to insert more rows* |

### **Plan**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date | Focaliser | Notes |
| Meeting 1 |  |  |  |
| Meeting 2 |  |  |  |
| Meeting 3 |  |  |  |
| Meeting 4 |  |  |  |
| Meeting 5 |  |  |  |
| Meeting 6 |  |  |  |

### **Results and reporting**

This is where you collect feedback from your participants: not at an individual level, but aggregated. The data you collect will help both you and us, the program designers, to understand which exercises are working well, and which might need more detailed explanation.

You collect this data when working with the ‘Reflect & Review’ pages in the booklet (pp 21, 37, 54). You can choose to update your online group report after each of those reviews; or you can wait till the program has finished. In either case we request that you complete the data promptly after the end of the program - thank you in advance!

There are two extra questions (not in the booklet) after the p 54 review, see below.

**Ranking of exercises** ([Go to the online reporting form](https://legacy17.org/innertopia-feedback/#exercise))

1. Haven’t done 4. Worked partially
2. Tried— but this is not for me 5. Worked well
3. Did it with modifications 6. Brilliant!

Note how many participants choose each ranking:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Clarity, page 21* | 1. | 2. | 3. | 4. | 5. | 6. |
| Gratitude |  |  |  |  |  |  |
| Wheel of Life |  |  |  |  |  |  |
| Page of Frustrations |  |  |  |  |  |  |
| Page of Acceptance Page of Hopeful Action |  |  |  |  |  |  |
| Letting go |  |  |  |  |  |  |

*Notes on discussion*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Confidence, page 37* | 1. | 2. | 3. | 4. | 5. | 6. |
| Gratitude |  |  |  |  |  |  |
| Wheel of Life |  |  |  |  |  |  |
| Page of Frustrations |  |  |  |  |  |  |
| Page of Acceptance Page of Hopeful Action |  |  |  |  |  |  |
| Letting go |  |  |  |  |  |  |

*Notes on discussion*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Make it real, page 53* | 1. | 2. | 3. | 4. | 5. | 6. |
| Pull & Push Research |  |  |  |  |  |  |
| Asking & Receiving |  |  |  |  |  |  |
| Letter to Future You |  |  |  |  |  |  |
| Self-Treat BINGO |  |  |  |  |  |  |

*Notes on discussion*

**Overall satisfaction** [**(Go to the online reporting form)**](https://legacy17.org/innertopia-feedback/#program)

When you look at p 54 of the booklet, i.e. the last page of ‘Make it real!’, you can take the opportunity to ask your participants about their overall experience of the program. ***This will be part of your final report -*** see the separate report sheet. Note, in the second column, the *number of participants* responding in each category.

|  |  |
| --- | --- |
| How satisfied are you with this program? | # |
| Disappointed |  |
| Gave some results |  |
| Was a big help |  |
| Totally satisfied |  |

|  |  |
| --- | --- |
| Are you likely to recommend this program to someone else? | # |
| Not really |  |
| Probably |  |
| Yes |  |
| Yes, I already have someone in mind |  |