T.E.L.L. Your Story Worksheet

Fill out the grey boxes to think through how to tell the story of an event of your choosing.

**Event Name**:

 T 🡪 Take 5…for a Hotwash (debrief)

Note: if your event is a series or ongoing activity, just choose one stand-alone event or period of time to reflect on for the hotwash. You can use this worksheet after each stand-alone event or time period.

* Who was there in the physical or virtual space?
* Trainers/Facilitators:
* Support staff:
* Organizations:
* Other:
* What went well? / What could have gone better?
* Were there any memorable or exciting moments?
* Did participants share any feedback with you directly?
* What are you most proud of from the session?
* What surprised you? What do you wish you would have known?
* Why was this event important?
* What learning objectives did you achieve?
* How does this event fit into the training needs of people who address TNBC through their work?
* How does this event improve the lives of people who have TNBC?

 E 🡪 Examine your impact. Fill in the grey boxes below, using the examples to guide you.

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| **Guiding questions and examples** | **Fill in examples from your event, considering formal qualitative or quantitative data sources, as well as your own reflections/perceptions** |
| **How much did we do? \**** How many trainings/events took place?
* How many people/organizations attended?
* What types of professions/organizations were represented?
* How many of our staff/who was represented?
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| **How well did we do it?\**** Were participants satisfied with the quality of the program/the trainers?
* Did participants find the training useful?
* Did participants learn new information (did their knowledge increase)?
* Did participants feel more confident in the training area after the training?
* Did you observe participants making new connections with their peers/colleagues during this session?
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| **Is anyone better off?\**** Do participants intend to use the skills taught at the training?
* Did training participants implement the skills used at the training?
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\*These guiding questions come from Results-Based Accountability (Mark Friedman)

**Tie it to the big picture**: In one sentence, how does this event improve the lives of people living with or at risk for TNBC?

 L 🡪 Link to your audience, using the guiding questions below:

**Your audience is** [community member, legislature, CBO, health department].

What are the types of things likely to motivate this audience, and make them very enthusiastic about the work you’re doing?

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*

What is the one-sentence take-away you want this audience to have from your story?

Which data or information is most important to highlight for this audience?

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In what format(s) does your audience want to see/hear about your story?

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 L 🡪 Liven it up, using the suggestions below (or your own ideas!):

* For this event, how could you creatively capture what happened to bring it to life? Examples include (but are not limited to): photographs or screenshots, word clouds, participant quotations, an actual story/case study, memorable moments/anecdotes, etc.
* Don’t forget to keep your audience in mind—both in terms of what would engage them AND what would be an appropriate and accessible way to share data with them.
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