



breakthrough

JOB DESCRIPTION

Log Keeper

Purpose

The log keeper **records specific events that occur during the training** so that the log may be used to monitor the progress of the training and to assist trainers in improving their skills.

General Description

The Log Keeper works closely with the trainer to record a chronology of certain events that occur during the training. This log is be used to monitor the progress of the training as well as assist the trainer. This job requires the ability to stay on top of details as well as type quickly. The Log Keeper should use a laptop computer, if available.



Mechanics

Before the Training

- ➔ Coordinate with the sponsor to make sure there will be one or more laptop computer at the training for the log keeper(s).
- ➔ Check with the trainer to determine if there are any special requests or requirements for the log.
- ➔ Recruit other team members to assist with keeping the log.
- ➔ Arrange a schedule to switch out log keepers so no one is typing for long periods of time.

During the Training

- ➔ Be in every session to record what the trainer wants put into the log, including:
- ➔ Time (e.g. 11:36 AM, 2:46 PM)
- ➔ Key conversations between the trainer and the participants, focusing more on the participant's words than those of the trainer. (There is no need to record what the trainer is saying if he/she is reading from the trainer's manual.)
- ➔ Participants leaving or entering the room after the doors are closed (indicate if it occurs, but do not record participant's names.)
- ➔ Tee-up of exercises and key distinctions made by the trainer.
- ➔ During participant introductions on Thursday morning, compile a list of the following for each participant:
- ➔ What is the participant **committed to cause** with the other participants in the training?
- ➔ Each participant's **buddy**.

The team member assigned to homework and printed materials may have already printed out copies of a document to use for recording this information. If not, a [template](#) is available on the

[Breakthrough Training Resource page](#) of the TheFlourishingLife.org website. To access this page, go to theflourishinglife.org and scroll to the bottom of the homepage. In the footer, click on the Breakthrough Resources link. The resource page is password protected. The password is "**legacy**".

You should ask a few team members to help you record all the buddy groups.

Once complete, make extra copies of this document. Give a copy to the team captain, each of the trainers, and place a few around the team tables as a reference for team members.

Also, during a break in logging, add the list of buddies and committed-to-cause statements to the log.

- ➔ On Friday evening, you will be asked to record specific information on what each participant says during the **lifeboat exercise**. The trainer will ground you.

There is a [Lifeboat Statistics template](#) on the [Breakthrough Training resource page](#) of the website that you may use to help capture this information.

Again, the team member assigned to homework and printed materials may have copies of this template already printed for you. Be sure to double check before the training.

You will definitely want to have other people support you in capturing information during the lifeboat exercise as it may come at you very quickly.

NOTES ON THE LOG

- ➔ Other than the committed-to-cause, buddy list and lifeboat exercise, **do not use any names in the log**. Instead, use "P" for participant, "T" for trainer, and "TM" for any team members that may be drawn into a conversation. If more than one participant is involved in a conversation, use numbers to make them distinct (e.g. **P1, P2, P3, TM1** ...).
- ➔ The trainer may have additional specific instructions on what he or she may want recorded in the log.

After the Training

- ➔ Turn in the log to the team captain.