



## Course Summary Assessment

Participant's Name:		Employee ID #:	Date:
Program:	Course Title:		Date Course Completed:

Course Summary Assessments (CSA) are due within 30 days of the training event. By submitting this CSA, you acknowledge that plagiarism, dishonesty, and violating the confidentiality of a certificate program assessment or exercise may result in program expulsion and disqualification from future enrollments. Please refer to the Program Model as you complete this CSA for specific objectives and targeted competencies related to each course.

**Section I: Assess your knowledge gained from this course.**

List the course objectives and summarize the knowledge you gained on how to apply or perform each of them.

**Section II: Summarize how knowledge gained from this course contributes to your development of the specific core competencies.**

List the core competencies developed by this course and summarize how the knowledge you gained from this course contributes to your development of each core competency.

**Section III: Describe how you may apply knowledge gained from this course in the duty section and then summarize your supervisor’s coaching/mentoring session with you.**

**PART 1.** Describe at least two examples of how you will apply the knowledge gained from this training to benefit your organization.

**PART 2.** Summarize your coaching session, including the guidance and pitfalls discussed on how to apply the course objectives and additional plans for your development of the core competencies.

**Submission Instructions:** In addition to completing this form, you are required to submit the responses for Sections I, II, and III, into the Delaware Learning Center (DLC). Please save a copy of your CSA for your records and email a copy to: [Statewide\\_Training@delaware.gov](mailto:Statewide_Training@delaware.gov) When emailing the form, please begin the subject line with “HRC” to ensure that your email is forwarded to the proper account. We require an emailed copy to ensure your entire response is available for review due to character limits within the DLC for each response.