

# Consideration of Others 5-Day Facilitator Workshop Attendance Sheet

*(For use of this form see USARC Pam 600-3; the proponent agency is DCSPER)*

\_\_\_\_\_ **Print Dates Workshop Conducted**

\_\_\_\_\_ **Printed Name of Primary Facilitator**

\_\_\_\_\_ **Printed Name of Co-Facilitator**

\_\_\_\_\_ **Signature of DRC EAO/Installation Representative**

Student's Name (Last, First, MI)	Grade	Status <i>(check appropriate block)</i>					Unit of Assignment
		AGR	AC	TPU	Mil Tech	DAC	
	Total Attendees					=	

## INSTRUCTION SHEET

**1. The primary facilitator is responsible for completing the Consideration of Others 5-Day Facilitator Workshop form and submitting the completed document to the DRC Equal Opportunity Adviser or Installation representative. The instructions are as follows:**

- \* Print the dates the facilitator workshop was conducted.
- \* Print the name of the primary facilitator.
- \* Print the name of the co-facilitator (if applicable).
- \* Have attendees print their name and grade, check the appropriate status block, and print unit of assignment.
- \* Complete sum total for facilitator trainees by category (AGR, AC, TPU, Mil Tech, and DAC). Add each category for a grand total.
- \* Verify that all information is complete and provide this document to your DRC or Installation Equal Opportunity Adviser.

**2. The DRC Equal Opportunity Adviser or Representative is responsible for the**

- \* Compiling the number of personnel certified as Consideration of Others Facilitators (by status) for the reporting period.
- \* Submitting the quarterly Consideration of Others Facilitator Training and Small Group Discussion Analysis (USARC Form 99-E) to Headquarters, USARC by the 10th workday following the end of the quarter.

**1st Qtr:** 1 Oct - 31 Dec

**2d Qtr:** 1 Jan - 31 Mar

**3d Qtr:** 1 Apr - 30 Jun

**4th Qtr:** 1 Jul - 30 Sep