

PROCESS RECORDING FORM: MACRO PRACTICE

The goal of the form is to provide a way to organize, structure and report on agency/community projects. This form is designed to be used for **one-time projects or ongoing work** that extends over a period of time. The two sections (Part 1 & 2) are intended to be utilized as follows:

- Part 1: Project Management section: Identify the goals, resources needed, types of interventions (macro and/or clinical), actions completed, and barriers.
- Part 2: Reflection section: To facilitate supervision and learn from the projects described in the Project Management section, this tool provides space for questions, areas of support needed, next steps and learning.
- Agency Practicum Instructor Comments: For your Agency Practicum Instructor to provide comments upon reviewing your process recording.

Key Intervention Areas Provided for Use in the Macro Process Recording

<u>Organizational Practice Skills:</u>	<u>Community Practice Skills:</u>	<u>Clinical (Micro) Practice Skills:</u>
• Program development and consultation • Program planning and implementation • Program evaluation • Budgeting and financial management • Board development • Strategic planning and capacity building • Quality assurance • Management information systems and other technology • Human resources management • Staff development/training • Nonprofit leadership • Marketing and communication • Media/public relations • Fundraising/resource development • Grant writing/contracting	• Community needs assessment, asset mapping • Fundraising & Donor development • Community mobilizing • Coalition building and maintenance • Networking, collaborating with other agencies • Small group decision making techniques • Community organizing • Task force membership development and retention • Economic development and entrepreneurship • Legislative advocacy (lobbying skills) • Policy analysis and development • Social policy research	• Advocate • Build rapport • Clarify • Demonstrate empathy • Encourage • Engage • Explore options • Facilitate • Information gathering • Invite feedback • Observe • Open ended questions • Paraphrase • Problem Solve • Process • Provide feedback • Psychoeducate • Recommend • Redirect • Reflect • Review • Summarize • Validate

REFERENCE RESOURCES (Click for details): [Macro Skills Definitions](#) and [Clinical \(Micro\) Practice Skills](#)

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Project Name:

Student Name:

Date:

Part 1: Project Management Section

	Student Section	Practicum Instructor Feedback
Purpose of the Project: Describe background and context of the project. What are the goals and objectives? (Or if this is an ongoing activity/project, discuss progress made since the last recording and how it relates to the overall goal)		
External & Internal Resources Needed for Project: What resources from within the agency and outside the agency must be obtained to complete the project?		
Barriers to Progress: Describe any obstacles or challenges you encountered during the planning or implementation process.		

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Clinical Interventions Used: Describe your use of any micro-level (clinical) skills. Consider the skills you used to engage and communicate with the community, group, organization, and/or individuals involved in the project? <i>(refer to clinical skills list on page 1).</i>		
Macro Interventions Used: Identify and describe the macro-practice skill(s) implemented during the process. <i>(refer to macro skills list on page 1).</i>		
Actions Completed: What are the specific actions you took to make progress and achieve project objectives?		

Part 2: Reflection Section

Evaluation: Evaluate the process to this point or evaluate the final outcome. <u>If the project is still in process:</u> - How do you feel the process has been up to this point? - Do you believe the original objectives are being accomplished? Why or why not. - Is there anything that you would adjust to overcome challenges or improve the process? OR <u>If the project is coming to a close:</u> - Did you feel the project was successful? - Do you believe the original objectives are being accomplished? Why or why not. - Is there anything that you would do differently to overcome challenges or improve the outcome?		
Identify learning: - Describe how you were feeling as the project has been/was taking place. - Describe how the community/agency/group has been reacting/reacted to you. - Identify any newly acquired insights, self-awareness, and/or areas of improvement.		

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Next Steps: - What possible next steps are recommended? - What changes or plans might be required? - What steps can you take to enhance professional development and improve skills at the micro or macro level.		
Additional Agency Practicum Instructor Summary Feedback: (Optional)		