**On-Post Progress Update Report:**

Posting ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Posted Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hosting Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (City, Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total posting dates (DD/MM/YY): Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of this report (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Update Number (1st, 2nd, … final): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Role-specific:**
2. Your Professional/Technical Deliverables:
3. Milestones Achieved (directly or through team):
4. Overall value-added to the organization:
5. **Relational**
6. Coworkers:
7. Leader:
8. Others inside of Partner:
9. Others outside of Partner:
10. **Personal Reflections**
11. What have you learned about yourself
12. How has your being there impacted the organization and coworkers
13. Is the partner making a difference to the lives of the people they deliver services to
14. Are there any observations you would like to pass along in confidence about the Partner that could help HFI improve its relationship and future posted roles for volunteers like yourself?
15. Where is this assignment meeting, exceeding or falling short of your expectations of how you hoped to make a difference to the hosting partner and the people they serve?
16. **Knowledge Transfer and Training**
17. Specific training provided to coworkers or leader?
18. Specific knowledge transfer “sessions” provided to coworkers or leader?
19. Other means of building and enhancing the technical/professional business competence, capabilities and general know-how of your coworkers and leader?
20. **Leadership Mentoring and Coaching**
21. Specific leadership principles training provided to coworkers or leader?
22. Other formal means of developing leadership capability of your coworkers and leader?
23. Any other informal coaching and anecdotes where you see evidence of leadership growth and maturity?
24. **Other Observations and Learning’s regarding your Posting:**
25. Living Arrangements
26. Transportation Arrangements
27. Historical & Cultural / City and People
28. **Requests for Action or Follow-up from HFI Logistics Coordinator?**

* What is the issue, what is needed to address the issue, what is the urgency?