

L'ATELIER

de la TRANSFORMATION SOCIALE

What is a logbook ?

A logbook is a tool used in different contexts to keep track of an action while it is happening and at the same time reflect on this action and your opinion on the matter. It is often used in training individuals who deal with people: trainers, facilitators, educators, coaches, etc. Researchers in social sciences also use a logbook in their field investigations or in research-action processes.

What is it for?

A logbook is a way of jotting down your observations and reflections "in the moment", just after something significant happens. This practice keep a record of what unfolds in real-time involving several people.

It can be in the form of a physical notebook or a digital file, depending on what is most convenient for the person. Regardless of the format, it is typically structured into two or three parts.

"The Facts"	"My feelings"	"My interpretations"
<p>You take notes of the events that unfolded that day as objectively as possible.</p> <p><i>For example: Léo suggested an ice-breaker. The whole group participated except Victorine, who refused and sat in the corner.</i></p>	<p>You observe how you felt, including how you responded to the events mentioned in the previous section.</p> <p><i>For example: I felt uncomfortable. I wanted to approach Victorine, but I hesitated because I wasn't sure how she would have reacted.</i></p>	<p>This part is optional, but can be useful, especially for those who plan to analyse the process later on (capitalisation, action- research, etc.).</p> <p>Here, you record your initial thoughts and insights about what took place.</p> <p><i>For example: I noticed that the presentation of the icebreaker was too rushed; the group wasn't familiar with this type of activity, and it made some participants feel uneasy.</i></p>

A tool for personal development

This exercise will provide an opportunity for each person to reflect and observe their own growth as a trainer, facilitator, or coach over time. In this way, the logbook becomes a valuable tool for a person's development and training.

A tool for collective action research

This tool can also be used with a more collective objective, aiming to prepare or support capitalisation or action research processes. The members of a group can have their own logbook and share their insights with the group after the event (with the option to keep certain personal reflections private if desired). This logbook can complement the interviews often conducted after the event, as it keeps a record of the process from the start, when participants were still uncertain about what would unfold during the course of the action and what would or wouldn't work. Therefore, it eliminates the need for "retrospective reconstruction."

Objectives:

- To document an action in real-time as it unfolds
- To foster self-reflection on both the action itself and one's own role.

Practical applications:

This tool is valuable in training facilitators, supporters, trainers, and mentors.

It can also be used to prepare for or accompany capitalisation processes or action research.

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