

## 10) Post-training Actions

Name of Workshop: \_\_\_\_\_ Date: \_\_\_\_\_

Has a post-training debriefing meeting been arranged with your line manager? (Please circle)

Yes

No

If 'No', will you have a post-training debriefing with your line manager?

Don't know

Yes

No

Please develop your action plan now. What will you do to follow through on the training?

To develop your personal action plan make sure it is simple and straightforward, clear and unambiguous and that it has items which can be implemented by the trainee at work, with or without support. You should consider the methods to be used, resources required and the start, finish times or dates. Be 'SMART' - Specific, Measurable, Agreed, Realistic, Time-clear. Finally, action plans should be achievable in the context of work demands.

### Personal action plan

Action plan item how to implement when

	Action Plan Item	How to implement	When
1.			
2.			
3.			
4.			

(Continue on a separate sheet if necessary)

To what extent will you be helped to implement your Personal Action Plan:

(a) by your supervisor/line manager

(b) by your colleagues?

Are there any other comments about the training workshop that have not been covered and that you would like to make? .....

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