

11) Post-training – your take-home sheet

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?

Personal action plan

Action plan item how to implement when

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

Please consider the following issues for each item

1. What specific actions do you need to practice or review to ground the training you received today?
2. Which specific skill/s, or knowledge, do you need to develop further?
3. How will you know when you are competent?
4. What specific actions will you undertake to achieve
5. What barriers might impede your implementation and how will you avoid or negate these barriers?
6. Time: when do you intend to start implementing the item and by when do you intend to complete the implementation of the item?
7. Benefits: what benefits do you hope will result from grounding your training in this way?

Commitment: when will you meet with your manager to discuss the implementation of your plan and to review the progress of this action?