

Be Totally Engaged

During Training



DIRECTIONS

- ☐ Be sure to bring this worksheet with you to the training so you can complete the learning summary below at the end of the program.
- ☐ Actively participate in training. Engage to the best of your ability and take personal responsibility to make this training a positive investment.
- ☐ At the end of the training, complete the learning summary to document what you learned and how you plan to apply what you learned on the job.
- ☐ Be prepared to share how your boss can support your efforts and your progress.

Learning Summary

The three most important things I learned during the training are:

This is how I plan to apply what I learned:

START DOING	STOP DOING	CONTINUE DOING

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Action Plan

DIRECTIONS

- ☐ Refer to your learning summary and any relevant training materials (laminated cards) from the training session to develop the goals and specific actions you will take to implement what you learned.
- ☐ Be prepared to share the Action Plan you developed for each goal during your coaching discussion with your boss.

Goal

Action Step 1

Date

Progress

Action Step 2

Date

Progress

Action Step 3

Date

Progress

Assess

How will you assess your progress and measure the impact of your actions?

Next Steps

How will you keep your boss informed of your progress?

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