

### My Training Guide

MY NAME			
MY TRAINER'S NAME			
LOCATION		ROLE	

### My Training Goals

WHAT SUCCESS LOOKS LIKE	
WHAT I NEED TO BE READY TO DO	
HOW MY PERFORMANCE WILL BE MEASURED	
WHAT I WANT TO GET OUT OF THIS TRAINING PROGRAM	

### My Training Schedule

TRAINEE NAME		LOCATION	
<b>PREBOARDING</b> (items to complete before training begins)		Add preboarding activity list, expectations	
<b>DAY 1</b>	Add day 1 activity list, expectations		
START TIME			
END TIME			
LOCATION			
NOTES			
<b>DAY 2</b>	Add day 2 activity list, expectations		
START TIME			
END TIME			
LOCATION			
NOTES			
<b>DAY 3</b>	Add day 3 activity list, expectations		
START TIME			
END TIME			
LOCATION			
NOTES			

### Daily Training Guide

<b>TODAY'S GOALS</b>	<i>Add goals for this training day</i>		
<b>TASK / SKILLS</b>	<b>HELPFUL TIPS</b>	<b>SUPPORT RESOURCE(S)</b>	
<i>Add required actions / skills related to this item</i>	<i>Add tips to help the trainee develop in this area</i>	<i>Add support tools, documentation, equipment, etc. for this item</i>	
<b>PEOPLE I MET TODAY</b>	<i>Add list of connections made during training</i>		
<b>FEEDBACK I RECEIVED</b>	<i>Add feedback received from trainer / manager</i>		
<b>MY NOTES</b>	<i>Add trainee notes for this item</i>		
<b>HOW I FEEL AFTER TODAY</b>	<input type="checkbox"/> GOOD	<input type="checkbox"/> JUST OKAY	<input type="checkbox"/> NEED MORE HELP

### Manager Check-ins

MY NAME		MANAGER NAME	
DATE		CHECK-IN	<i>Day 1 Greeting</i>
WHAT'S EXPECTED OF ME	<i>Add list of expectations shared by my manager</i>		
WHAT'S IMPORTANT TO THE TEAM	<i>Add list of business / department priorities shared by my manager</i>		
WHAT I SHOULD FOCUS ON DURING TRAINING	<i>Add list of standards I will be expected to meet</i>		
QUESTIONS I ASKED / NEXT STEPS	<i>Add list of questions and other requests for this check-in</i>		

MY NAME		MANAGER NAME	
DATE		CHECK-IN	<i>Midpoint Check-In</i>
HOW I FEEL ABOUT THE JOB SO FAR	<i>Add list of discussion points to explain how I feel about my training and ability to do the job</i>		
WHAT I'M DOING WELL	<i>Add list of areas where I feel ready to do the job</i>		
WHERE I CAN IMPROVE	<i>Add list of opportunities to improve performance during training</i>		
WHAT I WILL DO NEXT	<i>Add list of training action items to be completed after check-in</i>		

MY NAME		MANAGER NAME	
DATE		CHECK-IN	<i>Readiness Check</i>
DO I FEEL READY TO DO THE JOB ON MY OWN?	<i>Add list of discussion points to self-assess my readiness to do the job</i>		
HOW CAN I STILL IMPROVE AFTER TRAINING?	<i>Add list of items that I will continue to work on after training</i>		
WHAT SHOULD I FOCUS ON FIRST?	<i>Add list of action items / areas of focus as I transition into the job</i>		
WHAT ELSE DO I NEED TO BE SUCCESSFUL?	<i>Add list of questions or other requests that will help me feel ready to do the job well</i>		

### Readiness Self-Assessment

MY NAME		TRAINER NAME	
DATE		LOCATION	

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
Add task / skill to be assessed	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TASK / SKILL		MEETS STANDARD	NEEDS IMPROVEMENT	N/A
	SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES	<i>Add notes regarding my readiness to do the job</i>	
OVERALL READINESS	<input type="checkbox"/> READY FOR OPERATION	<input type="checkbox"/> NEEDS ADDITIONAL PRACTICE