

## How Well Did It Go?

3 month review

Results
1
2
3
4

## What Happens Now?

Further development - Managers' continued support, encouragement and coaching will be invaluable in motivating all staff to continue this development process.

Future development activities/ requirements

Manager/ Foreman \_\_\_\_\_ Date \_\_\_\_\_  
Individual \_\_\_\_\_ Date \_\_\_\_\_  
Entry made in personal portfolio/log \_\_\_\_\_ Total CPD/Hours \_\_\_\_\_  
Yes/No

Copy this form and file in your portfolio

# Training & Development Link



## Action and Development

Programme for: (name)

## Explanatory Note

This form offers you the opportunity to ensure that maximum benefit is obtained from all Training and Development activity undertaken. It also provides evidence for NVQ's, and other CPD schemes. This sequence of activities represents a small but vital investment of your time. Use this in conjunction with the Performance Management & review process.

This approach should be used for all development activities over 3 Hours duration.

## Outline of Development Activity - i.e. course, secondment etc.

## Pre-training discussion to clarify expectations for attendance/completion, for example:

Improvement in performance  
Preparation for promotion  
Change of roles/ responsibilities  
Change in skill, knowledge or behaviour  
and any additional views and expectations of the participant.

## SMARTER Objectives - Complete this section PRIOR to the training

3 or 4 specific areas for attention during the activity.

1
2
3
4

Agreed: \_\_\_\_\_ and \_\_\_\_\_ Date \_\_\_\_\_  
Manager Individual

## Activity Review

Use this section to review the quality and effectiveness of the training delivery.

Please review the course or activity, so that your Line/ HR Manager can judge the success of the training and make appropriate changes (or recommendations).  
To what extent were your learning objective(s) met or supported?

Training Activity:	Date/ Duration _____
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How was the need identified?

<input type="checkbox"/> Compulsory to do job <input type="checkbox"/> Identified through performance review	<input type="checkbox"/> Procedural <input type="checkbox"/> Other, Please state _____
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Trainer/ Coach's Name(s)	Internal event _____
1) _____	External event _____
2) _____	If external - Name of organisation _____

	N/A	1	2	3	4	5	6
Overall rating							
Content & Structure							
How at ease were you made to feel							
Relevance to your needs							
Quality of training/ coaching							
Value of handouts/ supplied material							
Suitability of learning environment							
To what extent would you recommend this activity or approach							
	Unsatisfactory	Good		Excellent		Wow!	

## Other Comments

Signed	_____ and _____	Date _____
Please copy this form & send to the HR/ Line Manager		
Noted	HR/Line Manager _____	Date _____
only on file copy		

## What Happens Next?

The debriefing - up to 2 weeks after the event

After the training activity, the participant and the manager together review benefits from the training and agree actions.

Discuss and note the benefits obtained:

- To what extent were the objectives met?
- What additional benefits were gained?
- What plans have been agreed for implementation?

Action	Deadline
1 _____	

2 _____	
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3 _____	
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4 _____	
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What must be done to ensure success?	
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_____	
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