

Post-Training Action Plan

Training:

Identify the skills you would like to practice as a result of the training you have received. Please be as descriptive and detailed as possible.

1.

2.

3.

The first three steps I need to take are (set a target date for completing each of the actions, if applicable):

1.

2.

3.

I need and can expect support from ...

(list those things or people within your work group / environment and the entire organization that will support you):

1.

2.

3.

My greatest obstacle(s) to practicing new skills is (are):

- 1.
- 2.
- 3.

The anticipated benefit(s) of using new skills is (are):

- 1.
- 2.
- 3.

The possible disadvantage(s) of practicing new skills is (are):

- 1.
- 2.
- 3.

I will consider myself successful if:

- 1.
- 2.
- 3.