

Training Plan Worksheet

The following is an outline of a training plan that you may want to use or adapt to suit your training strategy.

1. Identify Training Objectives

Journey person:

In the next _____ (specify time period in months) I would like
_____ (name of apprentice) to be better trained in the following areas:

1. _____
2. _____
3. _____
4. _____
5. _____

Apprentice:

I have looked at my Practical Training Record Book and in the next _____
(specify time period in months) I would like to have more experience in the following areas:

1. _____
2. _____
3. _____
4. _____
5. _____

2. Training Action Plan

Apprentice and Journey person:

In consideration of the objectives, we agree that in the next _____
(specify time period in months) we will focus training in the following major skill areas. Indicate the level of supervision required
(close or periodic):

1. _____
2. _____
3. _____
4. _____
5. _____

3. Communication/Performance Indicators

Identify strategies for monitoring work and giving feedback. (For example: daily informal communication between the apprentice and the journey person/supervisor, weekly site meetings, monthly performance reviews, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____