



Training Action Form

Team Member Name: _____

Training Topic: _____

Date of Training: _____ Date of One on One: _____

Reason for additional training:

List all previous Note to Files' or other Training or Disciplinary Actions on this topic within the last 360 days.

Future Expectations as a result of additional training:

Team Member's Remarks *(use reverse side if necessary)*:

Team Member to check which boxes apply:

- I understand why additional training was needed
- I understand what my future expectations are
- I do not understand why additional training was needed
- I do not understand what future expectations are and would like additional training

Team Member's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____