



Post-Training Checkpoint Meeting—Learner Version

Purpose of Discussion:

1. Inform your direct supervisor of how the learning benefited you.
2. Share your plan to implement your new skills and knowledge.
3. Request support you will need to successfully integrate the new behaviors.

Length of Meeting: 15 minutes

Prepare for the Discussion: Use this worksheet to gather your thoughts and plan what you will share.

1. *Inform your direct supervisor of how the learning benefited you:*

What I hoped to learn, and did, was: _____

I was surprised to learn: _____

Attending the course and applying what I learned will benefit me by: _____

Applying what I learned will benefit the department/organization by: _____

2. *Share your plan to implement your new skills and knowledge:*

The training confirmed I should CONTINUE to: _____

From what I have learned, I plan to STOP doing: _____

I also plan to START to:

- _____
- _____
- _____

3. *Request support you will need to successfully integrate the new behaviors:*

Generally, in the next [timeframe] (week? two weeks? month?) as I start using the course content, it would help me if you could...

And, in specific support of my Continue, Stop, Start plan (above), I would appreciate your support by...