



## Post-Training Checkpoint Meeting—Manager Version

### Purpose of Discussion:

1. Receive a briefing from your employee on how the learning benefited him/her.
2. Learn the employee's plan to implement new skills and knowledge.
3. Extend support the employee will need to successfully integrate the new behaviors.

**Length of Meeting:** 15 minutes

**Prepare for the Discussion:** Use these questions to help prompt the employee through the discussion.

1. *Receive a briefing from your employee on how the learning benefited him/her:*
  - How will the course content help you improve your performance?
  - What did you learn that surprised you?
  - How did attending the course benefit you?
  - How will applying strategies from the course benefit you?
  - What benefit will the department/organization realize as you apply the courses' strategies, tools, and new knowledge?
2. *Learn the employee's plan to implement new skills and knowledge:*
  - What did the training validate that you are already doing well? (to continue)
  - Based on what you learned, what actions and behaviors will you stop demonstrating? (to stop)
  - Of all the ideas you left the course with, what are the top three things you intend to do differently going forward? (to start)
3. *Extend support the employee will need to successfully integrate the new behaviors:*
  - When you think about the next [timeframe] (week? two weeks? month?) and the changes you want to make, what can I do to create space for you to make those changes?
  - And, what do you specifically need from me to support you in implementing your Continue, Stop, Start plan (above)?