

## Post-Training Interview

Trainee name:

Position:

Meeting date:

Training program:

Training dates:

Location:

Completed by:

Position:

Pre-training meeting information attached: Yes / No

## Individual Goals:

Trainee's personal development objectives:

## Suggested Questions

What were the key learning points for you from this training?

Following the training, what steps will you take toward achievement of your personal development objectives?

## Suggested Questions

What is your timeline for implementation / completion of these actions? Check-in dates, review dates etc?

If the trainee does not know this information, work with him or her to prepare it now.

What resources will you need to implement these actions?

What barriers do you think you will face in implementing these actions?

What help do you think you will need in overcoming these barriers?

## Follow Up:

Date and time for next meeting:

Actions to be completed before next meeting: