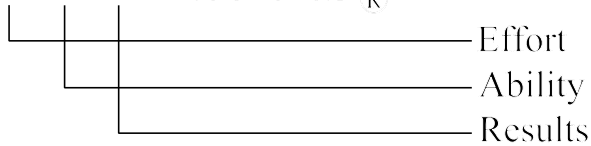


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Formal Learning Process (FLP)

Employee Name: _____

Supervisor Name: _____

Class Name: _____

Class Date: _____

Location: _____

Preparation Questions

1. What specific items would you like to [do you need to] learn in this class?
2. What could you do to prepare for this class?
3. What could you do during the class that will maximize your learning?
4. How do you think you will apply what you will learn during the class?

Notes: _____

Application Questions

1. What will you do differently as a result of this training?
2. What specific actions will you take to implement what you have learned?
3. How will you know you have been successful in applying this new knowledge?
4. Did you have any questions that were not fully answered during the class? If so, what is your plan to get them answered?
5. Who could you share this new information with?

Notes: _____
