



Learner Name: _____
Supervisor Name: _____
Date of Event: _____

Learning Event:

- Training Program
- Coaching Session
- Meeting
- New Product Launch
- Conference
- Customer Focus Group
- Job Shadowing
- Mentoring Session
- Post-Project
- Other _____

Learning Preparation Questions

1. What specific items would you like to [do you need to] learn during this event?
2. What could you do to organize/prepare for this learning opportunity?
3. What could you do during the event to maximize your learning?
4. What could you do during the event to better prepare yourself to apply what you learn?

Notes:

Application Questions

1. What impacted you the most during the learning event?
2. What specific actions will you take to implement what you've learned?
3. How will you know you've been successful in applying this new knowledge?
4. Who could you share this new information/learning with?

Notes: