

## POST-Course Debrief

Name of participant/delegate:

Workshop/course(s) attended:

Title:

Date(s):

Title:

Date(s):

1-2-1 with tutor or work based learning:

Training need(s) required to have been addressed by attendance: (see PRE-course briefing document)

Performance (What did you want them to be able to DO)	Measurement criteria (Time, Quality, Quantity or Cost)

Add comments, as applicable:

To what extent does \_\_\_\_\_ feel that their training need has been met? How will it enable them to do their job better or to meet the business objective(s) identified?

No better  Hardly any better  Somewhat better  Quite a lot better  Significantly better

Please give reasons for this response:

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Given the result of this learning and development programme, what impact do you now think there might be on your business?

Reduce costs  Increase quantity  Improve quality  Save time  Other  \_\_\_\_\_

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### How will you agree to monitor this impact and help them to achieve your business objectives?

Agree Specific (S.M.A.R.T) performance targets, with reviews: Weekly  Monthly  Quarterly  Annually

By other means  Please comment:

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### How will this learning and development be implemented? (for possible revision/review within, say, 3 months):

Actions (What they will DO differently to meet the performance criteria already identified. Who will support them?)	Measurement criteria (Time, Quality, Quantity or Cost)	Date for review (Milestones)

We have discussed the outcome from \_\_\_\_\_'s attendance on this learning and development programme, and confirmed the extent to which this programme has achieved the Training Need(s) identified.

We have reviewed \_\_\_\_\_'s job role, and agreed performance targets with specific actions to meet these.

We have agreed how the workplace will support, manage and guide \_\_\_\_\_ to help them in the fulfilment of the performance targets and actions identified.

Signed:

Signed:

Date:

Date:

### Further learning and development needs identified:

Proposed timing:

Date diarised to follow up: