





ACTION PLAN

Name:	Workshop Title:
Training ID#:	Presenter:
District Office:	Training Date:
Supervisor:	Training Hours:

List 3 “actions” you will take as a result of the training you have just completed.

Describe something you learned in this training that will help you perform your job better		Describe how you will apply what you learned to your work with families and collaborate with team members
<i>Example: I learned about the use of the Parent’s Rights Brochure.</i>		<i>Example: I will review the Parent’s Rights Brochure with families in my assessments.</i>
		
		
		

SUPERVISORY SECTION

How can my supervisor/Mentor help me implement these action items?

Supervisor/Mentor review date:

**COMPLETED ACTION PLANS MUST BE SUBMITTED TO
CPE FOR TRAINING CREDITS
603-271-4737 (Fax)**

Instructions on Back

ACTION PLAN

The Action Plan was created as a method of insuring the transfer of learning. By implementing the “actions” into their work activities, the trainees reinforce what they have learned. To further reinforce this learning, it is suggested that Supervisors review the Action Plans of their workers as a part of supervision and performance reviews. The “Supervisory Review” section of the plan is meant to help facilitate the Worker/Supervisor dialogue.

In most instances, a completed Action Plan and proof of attendance (such as a signed attendance sheet or certificate of completion) are required before training credits can be granted. An incomplete Action Plan will be returned to trainees for additional information. Workers should retain a copy of the Action Plan for the purpose of supervisory review.

Trainings that do not require an Action Plan include James O Refresher and Case Practice Review.

Workers who are having trouble completing an action plan should consult with their supervisor. The Training Liaisons at CPE are also available to help answer questions about the Action Plan and its requirements.

Action Plans should be submitted to the CPE in a timely manner within 2 weeks from date the training was completed.

**Bureau of Organizational Learning
Center for Professional Excellence in Child Welfare
117 Pleasant Street
Dolloff Building, 3rd Floor
Concord, NH 03301
603-271-4961 (phone)
603-271-4737 (fax)**